

**CRIMINAL LITIGATION
(ADVOCATE SEAT) CHECKLIST**

Introduction

A Criminal Litigation Seat should prepare practice trainees (“PTs”) to deal with the work likely to be encountered in the first 1 – 3 years of practice in criminal law

- 1) For PTs undertaking the Criminal Litigation Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **One task** set out under Section A;
 - b) All tasks under Section B;
 - c) **Two tasks** set out under Section C; and
 - d) All tasks under Section D.

- 2) For PTs undertaking the Criminal Litigation Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **One task** set out under Section A; and
 - b) All tasks under Section B.

SECTION A

No.	Task	Done <i>(Please tick accordingly)</i>
A1	Attend at least 2 in-person client interviews where instructions are obtained from the client and there is advice provided	
A2	Attend at least one CCMS meeting with the Prosecution, whether in-person or otherwise	

SECTION B

No.	Task	Done <i>(Please tick accordingly)</i>
B1	Demonstrate familiarity with the criminal case disclosure procedures under the Criminal Procedure Code 2010	
B2	Demonstrate familiarity with the procedure for pleading guilty under the Criminal Procedure Code 2010, including when a plea of guilt is qualified by a mitigation plea	
B3	Be aware of the types of sentences that can be passed under the Criminal Procedure Code 2010 and all other relevant laws	
B4	Be aware of the Legal Profession (Professional Conduct) Rules 2015 on conducting a defence in criminal proceedings, in particular: a. The guiding principles when representing an accused person: Rules 14(1) & (2); b. The appropriate course of action if an accused confesses to any offence: Rule 14(4); and c. The permissible limits of a mitigation plea: Rule 14(7)	

SECTION C

No.	Task	Done <i>(Please tick accordingly)</i>
C1	Assist in drafting written representations to an investigating authority or to the Attorney-General's Chambers	
C2	Assist in drafting any written submissions for a mention in the State Courts (e.g. bail review, opposing further remand)	
C3	Assist in drafting a mitigation plea for a plead guilty mention in the State Courts or the General Division of the High Court	
C4	Assist in drafting any written submissions for a criminal trial in the State Courts or the General Division of the High Court	

C5	Assist in drafting any written submissions for a Criminal Motion, Criminal Revision, or Magistrate’s Appeal in the General Division of the High Court	
C6	Assist in drafting any written submissions for a Criminal Appeal, Criminal Motion or Criminal Reference in the Court of Appeal	

SECTION D

No.	Task	Done <i>(Please tick accordingly)</i>
D1	Attend either: a. A plead guilty mention in the State Courts or General Division of the High Court; or b. At least one day of a criminal trial in the State Courts or in the General Division of the High Court	
D2	Attend either: a. A Criminal Motion, Criminal Revision, or Magistrate’s Appeal in the General Division of the High Court; or b. A Criminal Motion, Criminal Appeal or Criminal Reference in the Court of Appeal.	

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period¹.

Full Name of Practice Trainee as per NRIC / FIN:	
Full Name of Singapore Law Practice:	
Full Name of Supervising Solicitor as per Practising Certificate:	
Signature of Supervising Solicitor:²	
Date signed:	

Note:

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

¹ Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

² Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.