

Pre-Trial Questionnaire (PTR)

Revised: March 2026

Purpose and filing requirements

This Pre-Trial Questionnaire **must be completed jointly** by **trial advocates** for the prosecution and defence.

- Upload to **DCS – Section O (Trial Documents)**
- **Deadline:** no later than **9:00 am on the day of the Pre-Trial Review (PTR)**
- This form **does not replace Trial Readiness Certificates**, which must still be completed by litigators.

Use of this form

- Where a PTR is listed **10–12 weeks before trial**, this form **must** be completed at that PTR.
- Where a PTR is listed closer to trial, this form **must** still be used.
- Where there are **multiple PTRs**, this form is required **only at the 10–12 week PTR**.

Full and careful engagement by all parties is essential.

FAILURE FULLY TO COMPLETE THIS FORM IS LIKELY TO MEAN THAT A FURTHER PTR WILL BE REQUIRED

Case and advocate details

1. Attending advocates

(Identify **trial counsel** if different)

- **Prosecution:**
 - **Defence:**
-

Case resolution and trial estimate

2. Case resolution discussions

- Is there any **compromise** the defence would invite the prosecution to consider, and vice versa?
 - Are the Crown considering **offering no evidence** on any count?
-

3. Trial estimate and custody status

- **Estimated trial length:** (confirm current, realistic estimate from jury empanelment to jury retirement)
 - Counsel **must** identify any commitments that may interrupt or delay the trial, this includes for example, s.28 hearings or sentences
 - Is the defendant:
 - In custody
 - On bail
-

Witnesses and evidence

4. Prosecution witnesses

Confirm checks on **witness availability and continuing willingness to testify**.

List **each prosecution witness** to be called, stating:

- DCS statement reference
 - Estimated time for **EIC** and **XX**
-

5. Special Measures – prosecution witnesses

- Have any **Special Measures Applications (SMA)** been granted?
 - If yes, identify:
 - (a) the witness
 - (b) the special measures granted
 - Identify any **outstanding SMAs** still to be made.
-

6. Defence witnesses

List **each defence witness** who may be called (including the defendant), stating:

- Estimated time for **EIC** and **XX**
 - Any **special measures sought**
-

7. Interpreters

- Are interpreters required for any witness or the defendant?
 - If yes, specify:
 - Language(s)
 - Confirmation that an interpreter **has been booked**
-

Trial materials

8. Trial jury bundle

- Have proposals for the **jury bundle** been agreed?
-

9. ABE interview

- Is there an **agreed edited transcript**?
 - Yes
 - No – state when it will be uploaded to DCS
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10. Defendant's interview

- Is there an **agreed edited summary or transcript**?
 - Yes
 - No – state when it will be uploaded to DCS
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11. CCTV and visual material

- Will **close scrutiny** of CCTV or other images be required?
 - Could this affect the **courtroom allocation** for trial?
-

Compliance and legal issues

12. Compliance with trial preparation orders

- Have **all orders** made for trial preparation been complied with?

- Identify **any outstanding orders**.
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13. Legal issues

- What **legal issues must be determined before the jury is sworn?**
 - What **other legal issues** will, or are likely to, arise during the trial?
-

Trial readiness

14. Trial readiness confirmation

- Confirm that **both prosecution and defence are trial ready**.
 - If not trial ready, explain **why not**.
-

Signatures

Prosecution

Signed: _ Date: _

Defence

Signed: _ Date: _

Electronic signatures are acceptable.