**Expert’s Index of unused material**

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| R v (defendant ) | | |  | Unique Reference Number \*: | |
|  | *This is a schedule of all* ***unused material*** *held in relation to this case by the expert and has been compiled in accordance with the CPS Guidance for Experts on Disclosure, Unused Material and Case Management*  *The list below contains examples of items that experts may hold as unused material. This is not an exhaustive list and there will be other items. Please delete, amend and add as appropriate. If you consider any of this material to be particularly sensitive please note that on the schedule.* | | | | |
|  | **SCHEDULE OF UNUSED MATERIAL** | | | | |
| NO. | | Expert’s use  **Clear description of material** | Expert’s Use  Location | CPS use  **Mark item** D for disclose; I for inspect; CND for clearly not disclosable; ND for material which has been reviewed but is not disclosable and note any reasons | |
| 1 | | FORMS detailing receipt and dispatch of items to laboratory; movement of items with and between sites; submission forms detailing nature of offence, work required and details of suspects, victims etc. | Case file |  |  |
| 2 | | CASE NOTES made at the time of examination of the items: provide details of dates of examination. Case file details of packaging and integrity of items; records of work performed in the items, who was involved and dates analytical and test results; details of quality checks. | Case file |  |  |
| 3 | | DRAFT REPORTS electronic and or hard copy draft reports or statements sent out to police and CPS. | Case file |  |  |
| 4 | | ADMINISTRATIVE DOCUMENTS: time recording sheets; case costings; delivery notes; invoices; records of enquiries with customer relating to costs etc. | IT/Case file |  |  |
| 5 | | MINUTES of conversations with and instructions to other staff; records of conversations and emails with the OIC, police personnel prosecutor and other CPS personnel | Case file |  |  |
| 6 | | **RECORDS** of material submitted but not examined; of material examined but relating to suspects not included in reports or statements; of work carried out by others, including the results; of procedures and techniques used during the examinations | Case file |  |  |
| 7 | | **RETAINED MATERIALS:** material from Items. | Stores |  |  |
| 8 | | **SCENE OF CRIME** related material: written notes, [voice recorded notes], diagrams, photographs/images taken at the time of the scene attendance | Case file |  |  |
| 9 | | **POST MORTEM** related material: written notes, [voice recorded notes], diagrams photographs/images taken during the post mortem examination | Case file |  |  |
| 10 | | **WITNESS STATEMENTS from** the following people: [name] | Case file |  |  |
| 11 | | **ADDITIONAL INFORMATION** in the form of: maps, plans, photographs, videos relating to the scene of the offence; details of modus operandi; details of related offences | Case file |  |  |
| 12 | | **DATABASES**, material from the following databases have been used: [name of database | IT |  |  |
| 13 | | **OTHER:** |  |  |  |
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| **Expert’s Use**  Completed by  Name;  Signature;  Date | CPS use  Completed by:  Name;  Signature;  Date |

\*Where known. The format of a Unique Reference Number (URN) will be similar to 47/CC/00000/19 – the first two numbers identify the police force and the last two the year the case started