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Criminal Case — Consultation Checklist

Use this checklist to organise information and documents before a criminal-law consultation. The exact documents depend on the stage and nature of the matter.

1. Case identification

- FIR number, police station and FIR date, if an FIR exists.
- Case number/CNR number and court details, if the matter has reached court.
- Names of accused, complainant and other relevant parties.
- Relevant dates: incident, complaint, FIR, arrest, notice, summons or hearing.

2. Police and investigation documents

- Copy of FIR, if available.
- Police notice/summons or other communication received.
- Bail/arrest-related documents, if applicable.
- Any document already provided to or received from the investigating agency.

3. Court documents

- Summons, warrants or court notices, if any.
- Previous orders, bail orders or other court orders.
- Charge-sheet/final report or complaint, if already supplied.
- Any existing vakalatnama or filing-related papers.

4. Evidence and supporting material

- Relevant photographs, videos, audio or electronic records in their original form where possible.
- Messages/emails and relevant correspondence.
- Documents that support the person's version of events.
- Names/contact details of potential witnesses.

5. Consultation notes

- Prepare a factual timeline without guessing or altering dates.
- Mention previous cases or proceedings that may be relevant.
- Bring originals for inspection and copies for reference where appropriate.
- Do not delete, edit or fabricate evidence.

Before your consultation

- Bring originals where available and keep copies/scans for your records.

- Arrange documents in date order and keep important notices/orders together.
- Do not share Aadhaar, PAN, bank details, OTPs or passwords through an unsecured website or chat.
- Write down a short timeline of important events, with dates and names of people/organisations involved.

Disclaimer

This checklist is for general informational purposes only and is not legal advice. Documents and requirements can vary depending on the facts, applicable law, court or authority. Do not submit documents solely because they appear on this checklist; confirm what is required for your matter with the relevant authority or a qualified advocate.

Official sources checked for this edition

- eCourts official portal provides advocate forms including case information, filing, bail bond, list of documents and other court forms.
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