# Major Criminal Cases Framework compliance guide

From 1 February 2016, practitioners may use this guide to assist with complying with the requirements under the [Major Criminal Cases Framework](https://www.legalaid.vic.gov.au/information-for-lawyers/doing-legal-aid-work/delivering-high-quality-criminal-trials/action-5-implement-new-framework-for-managing-major-criminal-trials/major-criminal-cases-framework).

Only Level 1 panel certifiers and VLA4 staff lawyers and above can certify grants of legal assistance for a major criminal case (contested committals exceeding four days and trials exceeding 15 days).

**Contested committals exceeding four days**

| **Tasks** | **Completed** |
| --- | --- |
| 1. Submit an application for legal assistance/extension of legal assistance for the contested committal **within 14 days of the committal mention**
 | [ ]  |
| 1. Provide details of all co-accused in the application for legal assistance/extension of legal assistance
 | [ ]  |
| 1. Submit the Form 32, prosecution summary of charges, witness list, evidence of Brief Analysis and Case Strategy1, and completed [Contested Committal – exceeding four days worksheet](file:///%5C%5CVLA89%5Cusers%5Cro8697%5C%21Rhys%5Cother%5Ctemplates%5COffice%202013%20templates%5Chandbook.vla.vic.gov.au%5Cinvoice-forms-and-worksheets) **within 14 days of the committal mention** via *Submit Correspondence – Committal Documentation*
 | [ ]  |
| 1. Submit all charge sheets where there are both State and Commonwealth charges via *Submit Correspondence – Committal Documentation*
 | [ ]  |
| 1. Request additional contested committal days within two business days of the last day that is covered under the contested committal grant of legal assistance
 | Completed [ ] N/A [ ]  |

**Criminal trials exceeding 15 days**

This includes severed trials less than 15 days that collectively equate to more than 15 days.

| **Tasks** | **Completed** |
| --- | --- |
| 1. Submit an application for legal assistance/extension of legal assistance for the trial **within 28 days of the Initial Directions Hearing**.
 | [ ]  |
| 1. Provide details of all co-accused in the application for legal assistance/extension of legal assistance unless this has already been provided
 | [ ]  |
| 1. Submit Committal Report and Trial Preparation Plan[[1]](#footnote-1) within **28 days of the Initial Directions Hearing**.
 | [ ]  |
| 1. Submit the prosecution summary of charges, evidence of brief analysis and case strategy1, the Form 32 and witness list (if the matter proceeded by way of contested committal) **within 28 days of the Initial Directions Hearing via** *Submit Correspondence – Trial Documentation*unless this has already been provided at the contested committal stage
 | [ ]  |
| 1. Submit the Crown Opening (including Notices of Pre-Trial Admissions Sought, Hearsay, Tendency and/or Coincidence Notices and a draft trial preparation plan at least **14 days prior to the Final Directions Hearing**
 | [ ]  |
| 1. Submit the Defence Response (including pre-trial issues, Notice of Pre-Trial Issues and other matters addressed in [County Court Criminal Division Practice Note 6.4](https://www.countycourt.vic.gov.au/sites/default/files/forms/County%20Court%20Criminal%20Division%20Practice%20Note%20PNCR%201-2015%2021.10.15_0.pdf)) at least **7 days prior to the Final Directions Hearing**
 | [ ]  |
| 1. Submit any Notice of Additional Evidence by the prosecution and updated trial preparation plan **within 7 days of receipt** of the notice if it is likely to extend the duration of the trial or materially alter the direction of the trial
 | [ ]  |
| 1. Submit all charge sheets where there are both State and Commonwealth charges via *Submit Correspondence – Trial Documentation*
 | [ ]  |
| 1. Request additional trial days within two business days of the last day that is covered under the trial grant of legal assistance
 | Completed [ ] N/A [ ]  |

1. VLA staff lawyers must use the [Brief Analysis and Case Strategy, Committal Report and Trial Preparation Plan and Brief and Handover to Counsel quality tools](http://www.legalaid.vic.gov.au/information-for-lawyers/practice-resources/criminal-law-resources). Private practitioners are not required to use the documents as long as all the required information in the quality tools is submitted to Victoria Legal Aid. [↑](#footnote-ref-1)