**Standard Disclosure Certificate**

**This is to be used in all NGAP adult cases to be heard in the magistrates’ court**

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| R v (defendant text box) | | URN: (text box) | |
| *This is a schedule of all* ***relevant non-sensitive unused material***  *Any material which may reasonably be considered capable of undermining the prosecution case or assisting the defence should be revealed to the prosecutor.*  *Categories of material that are presumed to meet the test for disclosure are auto populated at items 1 – 8 below. They must be provided to the prosecutor with this schedule, redacted where necessary.* ***THIS IS NOT AN EXHAUSTIVE LIST*** *and all other relevant material should be scheduled.* | | | |
| **SCHEDULE OF NON-SENSITIVE UNUSED MATERIAL** | | | |
| NO. | Police use  **Clear description of material** | 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 | Crime Report  (*Drop down box - description*) |  |  |
| 2 | Incident Log  (*Drop down box – description*) |  |  |
| 3 | Custody Record  (*drop down box n/a – insert reason why)*  *(drop down box description*) |  |  |
| 4 | **A**ny record or note made by an investigator, on which they later make a statement or which relates to contact with the suspects, complainant or witnesses |  |  |
| 5 | Any previous accounts made by the complainant which have either been recorded or retained by the police  (*drop down box n/a)*  *(drop down box description*) |  |  |
| 6 | Previous accounts made by any other witnesses which have either been recorded or retained by the police  (*drop down box n/a)*  *(drop down box description)* |  |  |
| 7 | Details of other suspects arrested and interviewed, or questioned but not charged  (*drop down box n/a)*  *(drop down box description)* |  |  |
| 8 | Previous convictions and cautions of any prosecution witnesses and any co-accused  (*drop down box n/a)*  *(drop down box description)* |  |  |
| 9 | **Continue to list other relevant material here, for example CCTV, body-worn footage and first descriptions.** |  |  |
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| **Disclosure Officer Certification**  I certify:   * That all relevant unused material has been recorded and retained in accordance with the CPIA 1996 Code of Practice and that I have listed it in this schedule; * That to the best of my knowledge and belief only items (insert numbers) may be reasonably considered to undermine the prosecution case, or may assist the defence; | CPS Prosecutor  Name;  Signature;  Date | |
| Name;  Signature;  Date; |  |