CAIRN PSYCHOLOGY PRACTICE

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FORENSIC PSYCHOLOGY SERVICES
CRIMINAL CASE BUNDLE CHECKLIST

To: Instructing Defence Agents
Regarding: Provision of Case Materials for Forensic Psychological Evaluation
Client Name: _____ **SLAB Ref:** _____

Important Notice: To ensure a thorough, legally robust evaluation and prevent report delays, please ensure your digital case bundle includes the checked materials below. All documentation must be transmitted via the secure, GDPR-compliant digital platforms Egress. Physical paper bundles are not accepted unless by prior arrangement.

1. Core Legal & Charging Documents

[ ] The Formal Instruction: Signed Letter of Instruction (LOI) explicitly outlining the specific legal questions the expert is required to address.

[ ] SLAB Sanction: Copy of the Scottish Legal Aid Board approval letter confirming the granted expenditure limit and the SLAB Case Reference Number.

[ ] The Formal Charges: Copy of the Indictment, Petition, or Summary Complaint detailing the exact nature of the libelled offences.

2. Prosecution Evidence (Crown Disclosure)

[ ] Summary of Case: Crown summary of facts or police case summary (e.g., SPR2).

[ ] Witness Statements: Complete copies of key prosecution witness statements and police officer notebooks relevant to the accused's behaviour or mental state.

[ ] Record of Interview: Full transcripts (or video access links) of the accused's formal police interview under caution.

[ ] CCTV / Digital Media: Access links to any relevant audio/visual evidence depicting the alleged incident, if cognitive or behavioural presentation is in question.

3. Defence Evidence

[ ] Precognitions: Copies of any precognitions taken from the accused or relevant defence witnesses by your firm or precognition agents.

[ ] Special Defences: Copy of any lodged special defences (e.g., incrimination, self-defence, or mental disorder/diminished responsibility).

4. Background, Medical, & Institutional Records

Criminal forensic evaluations require a comprehensive longitudinal history to satisfy court scrutiny. Please request and include:

[ ] Medical Records: General Practitioner (GP) printouts covering at least the past 5 years.

[ ] Psychiatric/Psychological History: Complete records from any Community Mental Health Teams (CMHT), psychiatric hospital admissions, or past psychological counselling.

[ ] Prior Expert Reports: Copies of any historical psychiatric, psychological, or social work reports previously prepared for court proceedings.

[ ] Institutional Records: Social work files, prison medical records (if the client has spent time in custody), or school/educational support records if cognitive impairment or neurodevelopmental disorders (e.g., ADHD, Autism, Intellectual Disability) are being assessed.

Important Note Regarding Clients in Custody:

If the accused is currently remanded in custody (e.g., HMP Perth, HMP Grampian, HMP Barlinnie, HMP Edinburgh, HMP & YOI Stirling etc.), please ensure this checklist and the full bundle are delivered at least 14 days prior to our scheduled prison interview. This allows for mandatory pre-read time and ensures the clinical interview is targeted and efficient within restricted prison visiting hours.