**Appendix**

**Additional preparation time request**

A request for additional preparation time should address the following matters if they apply:

1. What are the factors that contribute to the complexity of this matter?
2. What kind of disclosure is involved? How much of it is important, but more critical is its substance and how it needs to be attended to and what is to be “made” of it.
3. What witnesses are anticipated from both sides? What issues are they expected to serve?
4. Are *Charter* applications likely? If yes, set out the nature of the argument(s).
5. Are there likely to be case management or other attendances?
6. What is the expected length of preliminary hearing and / or trial?
7. Any other considerations that could justify the allocation of additional time.
8. What is the theory you are advancing on behalf of your client and what issues are likely going to be defended?
9. How serious is the client’s jeopardy? Is the case (client and / or crown) likely to be amenable to factual agreements, plea negotiations, etc.?
10. What is the total amount of time being requested and how is that time going to be specifically apportioned?
11. What are the economies of the work being anticipated?
12. Is there a division of labour regarding the file within the firm?
13. If so, who is assisting with the matter?
14. How is the assignment of work being allocated?