

SAMPLE MEMORANDUM SEEKING ATTORNEY GENERAL'S CONSENT

The memorandum shall contain the following information:

- (a) the name and age of the accused;
- (b) the date of the accused person's next court appearance;
- (c) the type of offence with which the accused has been charged;
- (d) the circumstances of the offence;
- (e) the circumstances of any previous occurrences upon which the Crown would be relying;
- (f) the psychiatric history and diagnosis of the accused;
- (g) the fixed sentence and long-term offender order that will be sought if consent is granted to advance a long-term offender application; and
- (h) detailed reasons for the application (including the fixed sentence that would be sought in the absence of a dangerous offender or long-term offender designation and why this sentence cannot address the risk posed by the offender).

In addition, the following documents shall be included with the memorandum:

- (a) a copy of the Information or the Indictment;
- (b) a copy of the accused person's criminal history;
- (c) a copy of a draft Notice of Application;
- (d) a summary of available psychiatric evidence,
- (e) a copy of the assessment report required under section 752.1 of the Criminal Code; and
- (f) a draft Consent for the Deputy Attorney General's signature.