

**STANDARD OPERATING PROCEDURES  
PROSECUTIONS DIVISION  
ATTORNEY GENERAL'S DEPARTMENT**

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<b>SUBJECT: RECEIVING AND HANDLING OF DOCKETS</b>		NUMBER: PR - SP001-15
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## Purpose

The purpose of this Standard Operating Procedures is to provide a guide to Attorneys and staff in the conduct of their work in the Division. This SOPs shall be used in conjunction with the Ghana Code for Prosecutors.

## Policy

1. The Prosecutions Division is headed by the Director of Public Prosecutions (DPP).
2. The Division is organised into groups headed by group leaders who report to the DPP.
3. Group leaders generally supervise the work of the members in their group.
4. The DPP, on receipt of dockets, shall assign the dockets<sup>1</sup> to the group leaders or individual attorneys directly under the supervision of their group leaders.
5. It shall be the duty of group leaders to assign these dockets to group members.
6. Group members report to group leaders in the course of their work.

## Scope

1. The Attorney-General (AG), in accordance with the Constitution, is responsible for the conduct of criminal prosecutions in Ghana.
2. The AG is assisted in his work by Attorneys of various ranks.
3. The AG also authorises other agencies to prosecute criminal cases on her behalf.
4. In conducting criminal prosecutions, an Attorney shall be guided by this SOP and the Ghana Code for Prosecutors.

## Procedure

1. Dockets are received from various investigative agencies, other bodies and persons.

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<sup>1</sup> Dockets include petitions, police investigation dockets, mutual legal assistance requests, extradition requests

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2. The docket is first received at the Registry of the Division and registered in the system of the Division.
3. The Registry then submits the docket to the DPP

When an Attorney receives a docket from a group leader:

1. He shall carefully study the docket to ensure that the docket has been registered and has a file number.
2. He shall diligently read all the documents on the docket.
3. Ensure that the Police have complied with all legal requirements in taking statements and in investigations such as ensuring that confession statements are taken in the presence of an independent witness who appends his signature to the statement.
4. With the Ghana Prosecutors Code in mind, the Attorney shall consider all the issues in the docket and proceed to write a considered response/opinion on the docket.
5. After writing the advice/opinion, the Attorney shall submit a draft of the advice/opinion to his group leader for vetting.
6. After vetting, the docket is returned to the Attorney with instructions for further action.

### **Collaboration**

In the course of working on a docket, the Attorney shall collaborate with the investigative bodies for any further clarifications or inquiries.

The Attorney may give further directives for further investigations.

### **Communications Mechanism**

In handling dockets, Attorneys may communicate with other investigative bodies using the following mechanisms:

1. Written
2. Email
3. Facsimile
4. Telephone

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## **BAIL**

### **Purpose**

To provide Attorneys with a step by step guide to handling applications for bail.

### **Policy**

Attorneys would be able to handle bail applications timeously, efficiently and in the best interest of justice.

### **Scope**

There are two types of bail applications in our jurisdiction.

1. Bail Pending Trial
2. Bail Pending Appeal

### **Procedure**

#### **Bail**

The Attorney shall;

1. Verify if the docket on the bail application is in the system of the Division.
2. Where the docket is in the system, the Attorney shall trace the docket and read the docket to determine if there is merit in the bail application.
3. Where the docket is not in the system, the docket shall be traced and called for from the relevant investigative body.
4. After the docket is traced, the Attorney shall carefully consider the docket and the bail application in order to respond appropriately.
5. The response shall be submitted to the Attorney's group leader for vetting.
6. The Attorney shall ensure that the response is filed within time.
7. The Attorney must appear in court on the return date adequately prepared to argue the motion.
8. The Attorney shall report to the group leader after court proceedings.
9. The Attorney shall indicate the outcome of the application on Form C and shall submit the docket together with Form C to the Registry.

#### **Considerations for Bail Pending Trial**

In considering bail pending trial, the Attorney shall review the following:

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1. The nature of the offence in relation to section 96 of the Criminal and Other Offences (Procedure) Act, 1960 (Act 30) and Article 14(4) of the 1992 Constitution.
2. The entire facts of the case.
3. The time spent in custody by the suspect or accused person on remand.
4. Decided cases applicable to the circumstances of the case.

### **Considerations for Bail Pending Appeal**

The Attorney shall:

1. Check to see if a notice of appeal has been filed.
2. Determine if the notice of appeal has been filed within the stipulated time.
3. Carefully consider the judgment with a view to reviewing it.
4. Determine whether there are exceptional or unusual circumstances that show whether the appeal has a real likelihood of success.
5. Decided cases applicable to the circumstances of the case.

### **Considerations for Variation of Bail Conditions**

The Attorney who receives an application for variation of bail conditions shall proceed to:

1. Consider the bail conditions imposed.
2. Consider the offence charged.
3. Consider the proposed review by the applicant.
4. Determine if the proposed review is sufficient to compel the accused person to appear to stand trial.
5. Decided cases applicable to the circumstances of the case.

In determining the appropriate conditions for bail, Attorneys should be mindful that sureties can no longer be imprisoned for failure to produce the principals as suggested under section 104 of Act 30. See the Martin Kpebu v. Attorney-General Suit No. J1/7/2015 (SC) dated 1<sup>st</sup> December 2015.

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**Submission of No Case to Answer**

The sole ground for considering a submission of no case to answer is whether or not a prima facie case has been established against the accused person.

The Attorney shall:

1. read all the evidence and determine whether enough evidence has been led by the prosecution to establish the essential elements of the offence charged.
2. determine whether the witnesses have been so discredited under cross examination as to render their evidence unreliable.
3. consider any decided cases applicable to the circumstances of the case.
4. proceed to file a response to the application accordingly.

**Stay of Proceedings**

An Attorney who receives an application for stay of proceedings shall consider the following:

1. Check to verify if an appeal has been filed against the decision in respect of which the application has been filed.
2. Study the decision in respect of which the application has been filed.
3. Consider whether there are any special or exceptional circumstances which require a stay of proceedings.
4. Consider whether an issue involves a constitutional interpretation.
5. Respond appropriately.

Where an Attorney intends to stay proceedings in a case, he shall:

1. Consider the decision in respect of the application carefully to ascertain whether there are any special or exceptional circumstances warranting a stay.
2. Consider whether there is a real likelihood of an appeal succeeding.
3. File an appeal against the decision
4. Proceed to file a motion and supporting affidavit indicating all the exceptional and unusual circumstances warranting a stay
5. Attach a copy of the decision complained of and a copy the notice of appeal.

Attorneys should note that in practice most applications to stay proceedings are refused.

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**PREROGATIVE RELIEFS**

**A. Habeas Corpus Act 244, 1964**

In determining a response to a habeas corpus application, the Attorney shall:

1. Study the application.
2. Consider the name and other description of the person detained.
3. The place of detention
4. The mode and manner of arrest and any other particulars.
5. Determine whether or not the applicant has been detained on the orders of a court.
6. File the appropriate response

**B. Certiorari**

In determining a response to a certiorari application, the Attorney shall carefully consider the following:

1. Any application for a certiorari must be accompanied by a motion paper, a supporting affidavit, and the order or decision which is the subject matter of the application.
2. The order or decision which is the subject matter of the application.
3. Whether there is an error of law on the face of the order or decision of the Court.
4. Whether there is an error which amounts to a lack of jurisdiction in the Court so as to make the decision a nullity.
5. Decided cases applicable to the circumstances of the case.

An Attorney who intends to file a certiorari application shall carefully consider:

1. Whether there is a clear error of law on the face of the order or decision of the court.
2. Whether there is an error which amounts to a lack of jurisdiction in the court so as to make the decision a nullity.
3. Prepare a motion paper and supporting affidavit indicating the error together with all the exceptional and unusual circumstances warranting a certiorari.
4. Attach a copy of the decision complained of.

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5. File the motion in the relevant court.
6. Adequately prepare to argue the motion on the return date.

Attorneys should note that there is a clear distinction between certiorari and appeal. In the case of errors of law or fact not apparent on the face of the decision, the avenue for redress is by way of appeal not a certiorari.

### **C. Contempt Applications**

In determining a response to a contempt application, the Attorney shall carefully consider the following:

1. Any contempt application must be accompanied by the motion paper and the supporting affidavit stating the contemptuous behaviour.
2. Identify the order which has allegedly been disobeyed.
3. Make the necessary enquiries to determine the veracity of the allegations.
4. Establish whether indeed the action being complained of amounts to a disobedience of the court order and thus contemptuous.
5. Consider any decided cases applicable to the case.
6. File the appropriate response.



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### **Purpose**

The purpose of this is to provide Attorneys with the procedure to be adopted by an Attorney or an accused person who is aggrieved by a decision of the court.

### **Policy**

To ensure that no miscarriage of justice has been occasioned by an acquittal or a conviction.

### **Scope**

The appeal process is guided by statute. The main statutes guiding appeals include:

- a. The Courts Act, 1993 (Act 459)
- b. Criminal and Other Offences (Procedure) Act, 1960 (Act 30)
- c. The Court of Appeal Rules, C.I. 19 and The Court of Appeal (amendment) Rules, C.I. 21
- d. The Supreme Court Rules, C.I. 16

Appeals from the Juvenile, District and Circuit Courts go to the High Court (See section 21 of the Courts Act). The Statutory time limit for filing appeals is one month from the date of the order or sentence appealed against.

### **Procedure**

The appeal process starts with:

1. The notice of appeal which must contain particulars setting out the court, the date of the judgment or order appealed against and the grounds of appeal.
2. The notice of appeal must be filed at the Registry of the court which gave the decision. After filing the notice, the Registrar of the court would invite parties to settle the record.

Written submissions are to be filed after the settlement of records according to the date schedule set by the appellate Court. The Court may take oral submissions in addition to the written submissions after which a date is set for judgment. The Attorney must study the judgment together with the grounds of appeal and the

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submissions made by counsel for the Appellant before any written submissions, response or oral arguments are made.

**D. Extension of Time**

Where a party aggrieved by a decision of the court does not file an appeal within the stipulated one month, an application has to be made for leave setting out the grounds for leave to file the appeal out of time. The application must be on notice and must be accompanied by a supporting affidavit and a copy of the judgment or the order appealed against.

In determining whether to oppose the application the Attorney shall consider the time that has elapsed since the sentence was passed, and whether there is any basis for the appeal before filing an appropriate response.

**E. Review Proceedings at The Supreme Court**

A party who is aggrieved by the decision of the Supreme Court on appeal can seek a review of the decision by the same Court if there is an error of law on the face of the record. A motion for review must be supported by an affidavit, a copy of the judgment of the Supreme Court and a Statement of the Applicant's case clearly setting out and fully arguing the relevant grounds on which the applicant relies. The motion shall be made on notice to the parties affected by the application.

An application for review must be brought within one month from the date of the decision sought to be reviewed.

In considering a motion for review, Attorneys must consider the following:

1. Whether there are any exceptional circumstances which have resulted in a miscarriage of justice.
2. Whether there are discoveries of any new or important matters or evidence which after the exercise of due diligence was not within the applicant's knowledge or could not be produced by him at the time when the decision was given.

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**Purpose**

The purpose is to ensure that all Attorneys know the procedure for bringing an accused person before court for trial.

**Scope**

The trial of an accused person begins with the filing of a charge sheet before court and ends with the judgment and sentencing of the Court.

**Procedure**

The Attorney must first consider the facts on the docket out of which he will determine offences committed. Before charges are proffered against an accused person, the Attorney shall conduct a witness conference of all witnesses listed on the docket. Upon satisfaction, the Attorney shall proceed to draft charges against the accused person which shall be submitted to the Attorney's group leader for vetting.

The Attorney shall file the charge sheet in the appropriate court after which a date shall be fixed for trial to commence. When a date is fixed for trial, the Attorney shall liaise with the Investigator to produce the accused person before court. Attorneys must ensure that witnesses are adequately prepared for testimony in court.

**Summary Trial**

In a summary trial, the Attorney must prepare brief facts from the study of the docket for presentation in court. Attorneys are not to rely on the facts as summarised and compiled by the investigator. After the charges have been read to the accused person and the plea taken, the Attorney must present the brief facts of the case to the court.

If the accused person pleads guilty, the court will proceed to convict the accused person after explaining the consequences of his plea to him. If the accused person

pleads guilty with explanation, and the opportunity is given by the court for the accused to give his explanation, the Attorney must listen carefully to the explanation to be able to determine whether it is consistent with a plea of guilt. If the explanation is not consistent with the accused person's plea of guilt, the Attorney must submit to the court that a plea of not guilty be entered for the accused person. If the accused person pleads not guilty, the full trial of the case shall proceed. This comprises:

1. The taking of evidence-in-chief of witnesses for the prosecution as well as those of the accused himself and his witnesses,

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2. Cross examination of such evidence-in-chief,
3. Re-examination on matters arising out of cross examination and,
4. Addresses.

An accused person may decide to change his plea at any stage of the proceedings. Where that happens, the charge must be read and explained to the accused person. If the accused person pleads guilty simpliciter the Judge shall proceed to convict the accused person on his own plea of guilty. Where the accused person pleads guilty with explanation and the explanation is inconsistent with the plea of guilt, the court shall enter a plea of not guilty and continue with the trial.

The Attorney shall prepare adequately for all stages of the trial taking into consideration all the rules of evidence and the procedure under the **Evidence Act, 1975 (NRCD 323)** and the **Criminal and Other Offences (Procedure) Act, 1960 (Act 30)**.

The Attorney should lay a proper foundation before tendering documents and other exhibits to establish the chain of custody. The Attorney should prepare adequately to respond to objections raised in the course of the trial.

### **Mini-Trial/ Voire Dire**

In the course of the trial, when an objection is raised to the admissibility of a statement alleged to have been made by an accused person based on the allegation that

1. He did not make the alleged statement or that
2. The alleged statement was not voluntarily made

The issue of admissibility has to be determined in a mini-trial or voire dire.

The Attorney should adequately prepare the Investigator and the Independent witness(es) to give evidence at the trial.

### **Submission of No Case to Answer**

At the end of the Prosecution's case, the Judge is mandated to determine whether a prima facie case has been made in order to call the accused to open his defence. This may be done by the Judge suo motu or on application by counsel for the accused. If the application is made by counsel for the accused person (see the section on Submission of No Case)

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**Addresses**

The Attorney is expected to file a closing address at the end of every trial. An address should contain the following:

1. Facts of the case
2. The applicable laws
3. Summary of evidence of the prosecution witnesses
4. Evaluation of the evidence in relation to the elements of the offence charged
5. Defence of the accused person
6. Evaluation of the defence of the accused person
7. Conclusion

After addresses have been filed, the Judge will give a decision convicting or acquitting the accused person. If the accused person is convicted, the Judge will proceed to sentence the accused person. The Attorney shall liaise with the Investigator to find out whether the accused person is known and identify any other aggravating circumstances, consider the relevant laws and the Ghana Sentencing Guidelines in addressing the court on the appropriate sentence.

**Trial on Indictment**

All first degree felonies are tried on indictment with the exception of robbery which is triable summarily. The process starts with the preparation of the Bill of Indictment and the Summary of Evidence which shall be signed by an Attorney of the rank of Senior State Attorney and above. The Bill of Indictment and the Summary of Evidence should be filed in the relevant District Court and a copy served on the accused person.

**Committal Proceedings**

Committal proceedings may be conducted by Police Prosecutors or Attorneys. The charge is read to the accused persons but the accused persons are not called upon to plead to the charge. The Prosecutor then addresses the court on the charges and the summary of evidence and submits the exhibits listed in the summary of evidence into the custody of the court. The Registrar of the Court is required to maintain a book in which he shall enter a complete description of all the documents and things submitted to the court together with particulars of all identifying marks and he is to sign this entry. Attorneys are to ensure that this procedure is followed by the Court to avoid the mix up of exhibits. (See section 182(5)(b) of Act 30.)

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An address may be made in reply by or on behalf of the accused person. Before determining whether or not to commit the accused, the Magistrate will give the accused person the opportunity to make a statement in answer to the charge and indicate whether he has any defences to put up in the course of the trial or any witnesses to call in the course of the trial.

This statement which is referred to as the statutory statement is taken down in writing by the Magistrate and the accused person is called upon to sign the statement. If the accused person refuses to sign the statement, the Magistrate shall add a note of the accused person's refusal and the statement may be used at the trial as if the accused had signed.

The Magistrate will then decide whether or not to commit the accused person to stand trial at the High Court. If the Judge decides not to commit the accused person, he is then discharged but this is not a bar to any subsequent proceedings against the accused person in respect of the same facts. If the Magistrate decides to commit the accused person, he will make an order committing him to stand trial indicating the day, time and place at which the accused is to appear before the trial court in answer to the charges in the indictment. The day shall not exceed one month after the date of committal.

**Trial on Indictment**

The charges are read and explained to the accused person. If the accused person pleads guilty, the Judge shall explain the nature of the charge and the consequences of his plea to him and proceed to convict and sentence the accused person. However, the accused person may change his plea of guilty to that of not guilty after the explanation by the Judge. A plea of guilty shall not be accepted by the Judge in the case of an offence punishable by death. Where the accused person pleads not guilty, or where a plea of not guilty is entered for the accused person, the court shall proceed to select jurors to try the case. A panel of 7 jurors are selected randomly. The accused person has a right of peremptory challenge where he can object to a maximum of three jurors without assigning any reasons. After exhausting his peremptory challenge, any other challenge put up by the accused person must be accompanied by reasons as stated under section 251 of Act 30. The prosecution can challenge a juror for cause under any of the grounds stated under section 251 of Act 30.

The Attorney shall carefully follow proceedings to ensure that the proper procedure is followed in the empaneling of the jury.

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In a trial on indictment the trial cannot proceed in the absence of a juror. Where the attendance of a juror cannot be procured within a reasonable time, a juror may be added and the entire jury re-sworn or the jury may be discharged and a new jury empanelled. Attorneys must note that in either of these cases the trial shall commence anew.

### **Opening Address**

The prosecution starts with an opening address to the Judge and jury. The opening address shall contain the following:

1. An explanation of the charges preferred against the accused person.
2. The facts of the case
3. The ingredients of the offence to be established by the prosecution.
4. A call on the jurors to listen to the evidence as ordinary members of the society and determine the guilt or otherwise of the accused person.

Counsel for the accused may respond to the opening address by the prosecution. Thereafter, the prosecution is called upon to open its case by calling witnesses to prove its case. The Prosecution can only call witnesses listed in the Summary of Evidence. However, where the Attorney is of the opinion that there is a material or necessary witness other than those mentioned in the summary of evidence, he may file a notice of additional evidence in accordance with section 266 of Act 30.

Thereafter the trial on indictment proceeds with the taking of evidence in chief of witnesses for the prosecution as well as those of the accused himself and his witnesses, cross examination of such evidence in chief, re-examination on matters arising out of cross examination and addresses. The jury also has the right to ask further questions of the witnesses of either the Prosecution or the Defence.

The Attorney shall prepare adequately for all stages of the trial taking into consideration all the rules of evidence and procedure under the Evidence Act and the Criminal and Other Offences (Procedure) Act.

The Attorney shall lay a proper foundation before the tendering of documents and other exhibits in order to establish the chain of custody. The Attorney should prepare adequately to respond to objections raised in the course of the trial.

In a jury trial, all legal objections must be argued in the absence of the jury and the Attorney is to ensure that this is done by drawing the court's attention to the procedure.

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**Mini-Trial/ Voire Dire**

In the course of the trial, when an objection is raised to the admissibility of a statement alleged to have been made by an accused person based on the allegation that

1. He did not make the alleged statement or that
2. The alleged statement was not voluntarily made

The issue of admissibility has to be tried in a mini-trial or voire dire. The Prosecutor must ensure that this is also done in the absence of the jury as required by law.

The Attorney should adequately prepare the Investigator and the Independent witness(es) to give evidence at the trial.

**Submission of No Case**

At the end of the Prosecution's case, the Judge is mandated to determine whether a prima facie case has been made in order to call the accused to open his defence. This may be done by the Judge suo motu or on application by counsel for the accused. If the application is done by counsel for the accused person see the section on Submission of No Case. The Attorney shall once again ensure that this is done in the absence of the jury as required by law.

**Oral Addresses**

At the close of the trial, the Attorney is expected to give an oral address before the Judge and jury. An address should contain the following:

1. Facts of the case
2. The applicable laws
3. Summary of evidence of the prosecution witnesses
4. Evaluation of the evidence in relation to the elements of the offence charged
5. Defence of the accused person
6. Evaluation of the defence of the accused person
7. Conclusion

After the address, the Judge shall sum up the law and the evidence. After the summing up, the jury shall retire to consider the verdict. In respect of an offence punishable by death, the verdict of the jurors shall be unanimous. Where the verdict is not unanimous in an offence punishable by death, the offence shall be tried de novo. In any other offence a verdict of a majority of not less than 5 to 2 shall suffice.



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A verdict of 4 to 3 is referred to as a hang jury and this shall call for a retrial of the case.

Where the accused is found guilty, the Judge shall pass sentence on the accused as required by law. Where the accused is found not guilty the Judge shall acquit and discharge the accused person. The Attorney shall liaise with the Investigator to find out whether the accused person is known and identify any other aggravating circumstances, consider the relevant laws and the Ghana Sentencing Guidelines in addressing the court on the appropriate sentence.

### **Defence of Alibi**

An accused can raise this defence in both summary trials and trials on indictment. Where an accused intends to put forward a plea of alibi, he is required to give notice of the alibi to the prosecution with the necessary particulars as to time, place and witnesses by whom he intends to plead the alibi. In a summary trial, the defence must be raised before the examination of the first witness for the prosecution. In a trial on indictment, the defence must be put up before the date of the first sitting of the trial court.

After being served with a notice of alibi the prosecution may apply to the court for a reasonable adjournment for the alibi to be investigated. The Attorney should ensure that the investigator takes all the necessary steps to investigate the alibi and compile a report for the attention of the Attorney. The report is tendered in evidence by the investigator in his evidence in chief. Where the accused person fails to furnish the prosecution with the particulars required to establish the alibi, any evidence in support of the plea is inadmissible. See section 131 of the Criminal and Other Offences (Procedure) Act.

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The purpose of this section is to ensure orderly and simple record keeping at the division to enable dockets to be easily traced, retrieved and statistics easily generated from them.

**Procedure**

Dockets are received and registered in the Registry of the Prosecutions Division. Checks are carried out to determine whether the docket was requested by an Attorney in the office. Checks are also carried to determine the status of the docket to find out if it is:

1. a new docket in the division
2. a docket already being handled by an Attorney

This verification must be done in all databases and all notebooks of the Registry exhaustively to ensure that the matter is not already being worked on by an Attorney after which the dockets are submitted to the DPP's secretariat.

The DPP will assign the dockets to the various group leaders. Sometimes, the DPP will assign dockets directly to individual Attorneys and in that case, the group leaders of these Attorneys must be notified.

When the dockets are returned from the DPPs secretariat,

1. Unique file numbers are assigned to the dockets and entered into the database of the Registry.
2. Dockets are then sent to the various group leaders for assignment to individual group members.
3. The group leaders assign the dockets to the various group members and return the docket to the Registry.
4. The dockets are then recorded in the data base of the Registry together with the names of the Attorneys who have been assigned the dockets to work on.

The transfer and assignment of dockets will be done using the form in Appendix A. After this, the dockets are returned to the individual Attorneys to work on.

When a docket is ready for dispatch, it comes back to the Registry. The directives in the advice shall be carried out by the Registry staff. Thereafter, the date of dispatch as well as the directives in the advice are entered by the Registry staff into the data base and dispatch book.

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**PROCEDURES**

When an Attorney finishes his advice and submits it to the Registry:

1. The advice or letter is scanned and recorded in the data base.
2. A hard copy is placed on the float. There shall be monthly float files for all advice and letters dispatched from the Division. These letters and advice shall be stamped and filed chronologically in the float immediately they are dispatched.

**COURT PROCESSES**

The Registry shall open a notebook for the filing of all court processes. It shall be in the form provided in Appendix B.

**Charge Sheet**

An Attorney who drafts a charge sheet shall hand it in at the Registry for filing. The Registry staff, shall record the charge sheet and the date it was handed in for filing at the court Registry. The Registry shall assign an officer to file the charge sheet in court. The assigned officer shall follow up at the court Registry for a date and the court to which the case has been assigned. Meanwhile, the officer shall record the date on which the charge sheet was filed, the court and the date fixed for hearing in Appendix B. The filing clerk shall return a copy of the charge sheet to the Attorney handling the case and file a copy in the office float.

**Applications**

When an Attorney hands in an application or a response to an application at the Registry it is assigned to a filing clerk. It shall be recorded in the notebook and the database. The filing clerk shall proceed to file the process filing it at the court Registry and return a copy to the Attorney handling the case. A copy of this process shall be filed in the office float. The officer shall also follow up for the hearing date and the court to which the application has been assigned.

**Addresses/Submissions**

These processes are handed in to a filing clerk who files them in the Registry of the relevant court. The filing clerk shall return a copy to the Attorney handling the case and file a copy on the office float.

**Reporting on Cases**

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SUBJECT <b>ADVICE AND LETTERS</b>		NUMBER: PR - SP007-15
EFFECTIVE DATE:		REVIEW DATE:
AMENDS/SUPERSEDES:		APPROVED:

The Registry staff shall ensure that Appendix C shall be attached to all dockets. The Registry staff shall return the duplicate docket to the Police with an accompanying letter signed on behalf of the DPP informing the Police of the outcome of the prosecution. The letter shall be signed by the Head of the Registry on behalf of the DPP.

Motions which are completed shall be returned to the Registry together with Appendix C to be kept in their custody.

### **Archives**

Dockets which have been returned to the Registry shall be kept in the archives and arranged chronologically for easy tracing and retrieval.

### **Auditing of Operating Procedures**

At the end of every quarter, there shall be a system audit to verify if all procedures in the Standard Operating Procedures have been complied with.

**GROUP LEADERS ASSIGNMENT FORM**

<b>DATE</b>	<b>FILE NO.</b>	<b>CASE TITLE</b>	<b>DATE RECIEVED</b>	<b>SIGNATURE</b>	<b>DATE RETURED</b>	<b>SIGNATURE</b>

**CHARGE SHEETS FORM**

<b>CASE TITLE</b>	<b>DATE SUBMITTED</b>	<b>DATE FILED</b>	<b>ATTORNEYS NAME</b>	<b>NAME OF FILING CLERK / SIGNATURE</b>	<b>COURT ASSIGNED</b>	<b>HEARING DATE</b>

# **COURT NOTES FORM**

**CORAM:**

**COURT:**

<b>DATE</b>	<b>REMARKS</b>