



**A criminal defense attorney's** initial contact with a client is often in jail. If you have several jail kits stored—in your car, at home, and in your office—you'll be prepared. Always check with the jail beforehand; many facilities prohibit the use of cellphones, or photographing or giving certain items to clients, for example.

- Business cards
- Retainer agreements
- Bail review information form
- Interview form
- Advisement of Miranda rights form
- Client information letter
- Authorization forms for release of information
- Waiver of presence form
- Your jail identification or State Bar card
- Change of plea forms (obtain from court)
- Legal pads
- Camera (preferably digital or instant print)
- Calculator
- Receipt book
- Voice recorder
- Copy of Penal Code that contains selected offenses
- List of important telephone numbers

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Adapted from CEB's "crim law bible," **California Criminal Law Procedure and Practice**, available at [CEB.com](http://CEB.com).

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