

Criminal Law — FIR & Early-Stage Checklist

A practical information checklist for reviewing the early stages of a criminal matter.

Important: This checklist is for general legal information only. It is not a substitute for advice on the facts of a particular matter. Applicable law and requirements may change.

1. Record the basic facts

- Date, time and place of the alleged incident
- Names/roles of relevant persons and witnesses
- Any notice, complaint, FIR copy or court document received

2. Review the FIR / complaint

- Check the sections invoked and factual allegations
- Compare the allegations with available documents and chronology
- Note whether any document or electronic material is relied upon

3. Preserve records

- Keep relevant messages, emails, documents and transaction records in their original form
- Maintain a simple chronology of material events
- Avoid altering or deleting potentially relevant records

4. Procedural questions

- Check whether any notice has been issued and the time for response
- Identify the stage of investigation/proceedings
- Consider applicable bail, appearance and representation issues under the current procedural law

5. Legal review

- Map the facts to the applicable BNS/BNSS/BSA provisions and any special statute
- Check the current law and relevant judicial decisions before taking a procedural step

Prepared as an informational resource for Vashistha Associates. Verify the current statutory position and applicable rules before relying on any checklist.