



Ministry
of Justice

Criminal Procedure Rule Committee
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Criminal Procedure Rule Committee: revision of the magistrates' courts Preparation for Effective Trial form

The Lord Chief Justice has authorised for use with the Criminal Procedure Rules a revised Preparation for Effective Trial form for use in magistrates' courts and a new youth court version of the PET form. The forms are for use **on and after Monday 7 June 2021**, in accordance with CrimPR 5.1(2)(b) and paragraph I 5A.2 of the Criminal Practice Directions. I enclose a copy of the English and Welsh language editions of each. On Friday 4 June 2021 these forms will be published on the Criminal Procedure Rules forms page at <https://www.gov.uk/government/publications/preparation-for-trial-in-a-magistrates-court>.

The magistrates' courts Preparation for Effective Trial form was first authorised for use in 2010. With minor amendments, most recently in 2015, it has remained in use since. Prompted by a judgment of the Divisional Court in late 2018 concerning the use to be made of information supplied for case management purposes, during 2019 and 2020 the Rule Committee consulted on, and subsequently tested at courts in Essex, amendments to improve the clarity and utility of the PET form in adult magistrates' courts and in youth courts. The amendments affect both content and presentation but the changes to neither are so extensive as to render the new forms unrecognisable to those already familiar with the current versions. The overall structure of both forms remains as now.

In due course, after about a year, the Rule Committee expects that these forms will be superseded by new online electronic arrangements under the authority of CrimPR 5.1(2)(a) as part of the Criminal Justice System Common Platform programme. The content of the forms, and the arrangement of that content, will remain substantially the same as now but with improved provision for the entry of witness information, to make it easier to enter that information and easier for courts to give directions for the introduction of each individual witness' evidence.

This announcement will be circulated by email to those listed at the end of this letter. I should be grateful if recipients would pass the message on to any others with an interest.

Jonathan Solly

Copies of this letter have been sent to:

The Senior Presiding Judge
The Senior District Judge (Chief Magistrate)
The Council of HM District Judges (Magistrates' Courts)
The Magistrates' Association
The Magistrates' Leadership Executive
The Magistrates' Engagement Group
The JCS Service
The Criminal Bar Association
The Law Society
The Criminal Law Solicitors' Association
The London Criminal Courts Solicitors' Association
The Institute of Legal Executives
Lawyers in Local Government
The Crown Prosecution Service
The Whitehall Prosecutors' Group
HM Courts and Tribunals Service
The Ministry of Justice Youth Cases Quality of Advocacy Working Group

- This form:
 - collects information about the case that the court will need to arrange for an effective trial: CrimPR rules 3.2 and 3.3
 - records the court's directions: CrimPR rule 3.5.

- After the court gives directions for trial, if:
 - information about the case changes, or
 - you think another direction is needed**you must tell the court at once:** CrimPR 1.2(1) & 3.12.

- If the defendant pleads not guilty, and the court requires:
 - the prosecutor must complete Parts 1, 2 and 4
 - the defendant must complete Parts 1, 3 and 4
 - the court will record directions in Part 5.

- See also the:*
 - notes for guidance on using this form
 - directions about intermediaries and ground rules hearings
 - standard trial preparation time limits at the end of this form

Court contact details can be found at: <https://courtribunalfinder.service.gov.uk/search/>

| | |
|---------|-------|
| Address | Phone |
| | Fax |
| Email | |

Part 1: to be completed by the prosecutor and the defendant (or defendant's representative)

Defendant

Offence(s)

Police / CPS URN **Date of first hearing**

1 Prosecution contact details

| | | |
|-----------------------|---|-------|
| Prosecuting authority | <input style="width: 95%;" type="text"/> | Phone |
| | Email <input style="width: 95%;" type="text"/> | |
| | Contact for this case: <input style="width: 95%;" type="text"/> | |

2 Defendant's contact details

| | | |
|-----------|--|---|
| Defendant | Address <input style="width: 95%;" type="text"/> | Phone |
| | | Mobile <input style="width: 95%;" type="text"/> |
| | Email <input style="width: 95%;" type="text"/> | |

3 Defendant's trial representative**

No legal representative

OR

Representation is:

| | |
|--|---|
| Defendant's representative to complete | legal aid granted <input style="width: 20px;" type="checkbox"/> |
| | legal aid applied for <input style="width: 20px;" type="checkbox"/> |
| | privately funded <input style="width: 20px;" type="checkbox"/> |

| | | |
|------------------|---|--|
| Lawyer(s) / firm | <input style="width: 95%;" type="text"/> | Phone |
| | | Ref <input style="width: 95%;" type="text"/> |
| | Email <input style="width: 95%;" type="text"/> | |
| | Address <input style="width: 95%;" type="text"/> | |
| | Contact for this case: <input style="width: 95%;" type="text"/> | |

*This form and those notes and directions are at: <https://www.gov.uk/government/publications/preparation-for-trial-in-a-magistrates-court>.

**This means the defendant's legal representative for the whole trial, not a person appointed only to cross-examine a witness under CrimPR Part 23.

Part 2: to be completed by the prosecutor

4 Case management information

4.1 Evidence

Does the prosecutor intend to serve more evidence? Yes No

If yes, give details:

4.2 Disclosure of unused prosecution material

Has the initial duty of disclosure of unused prosecution material been complied with? Yes No

If yes, when?

If not, anticipated date for service

4.3 Investigation

Are there any pending enquiries or lines of investigation? Yes No

If yes, give details (including likely timescale):

4.4 Modern Slavery Act

Is there any suggestion that the defendant has been a victim of slavery or exploitation? Yes No

If yes, give details including the date of any reference to the national referral mechanism:

4.5 Prosecution case

The prosecution will rely on:

Tick / delete as appropriate

defendant's admissions in interview

defendant's failure to mention facts in interview

[a summary] [a record] of the defendant's interview

expert evidence

hearsay evidence

bad character evidence

[CCTV] [electronically recorded] evidence

[diagram] [sketch map] [photos]

4.6 Display equipment

What equipment (live link or other media player, etc.) will the prosecutor need in the trial courtroom?

The prosecutor must make sure that any electronic media can be played in the courtroom.

4.7 Points of law

Does the prosecutor presently expect the case to involve a complex, novel or unusual point of law and / or fact? If so what? Yes No

5 Applications for directions

5.1 Prosecution witness requiring assistance, special measures, etc.

Are there any prosecution witness requirements that may make special measures, reasonable adjustments or other support appropriate? If yes, give details in Part 4. Yes No

5.2 Ground rules for questioning

Does the prosecutor want the court to arrange a discussion of ground rules for questioning? Yes No

If an intermediary is appointed, the court must discuss ground rules with the intermediary and advocates. A discussion may be helpful in other cases.

5.3 Variation of standard directions

Does the prosecutor want the court to vary a standard trial preparation time limit or make any other direction? If yes, give details: Yes No

Part 3: to be completed by the defendant (or defendant's representative)

6 Advice on plea and absence

Credit for guilty plea; trial in absence

Does the defendant understand that:

(a) they will receive credit for a guilty plea? Yes No

A guilty plea may affect the sentence and any order for costs

(b) the trial and sentencing, if convicted, can go ahead even if they do not attend? Yes No

CrimPR rule 24.12

7 Partial or different guilty plea

7.1 Mixed pleas

If more than one offence is alleged, does the defendant want to plead guilty to any of them? Yes No N/A

If yes, which offence(s)?

7.2 Basis of plea

Does the defendant want to plead guilty, but not on the facts alleged? Yes No

If yes, provide a written note of the facts on which the defendant wants to plead guilty.

7.3 Different offence

Does the defendant want to plead guilty, but to a different offence? Yes No

If yes, what offence?

8 Case management information

Initial details of the prosecution case should have been served: CrimPR rule 8.2. Questions 8.1, 8.2, 8.3 and 8.4 are to help the court find out what is in dispute and give appropriate directions for trial. Tick and give details as appropriate.

8.1 (a) presence

The defendant was present at the scene of the offence alleged

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(b) involvement

The defendant [[carried out] [took part in] the conduct alleged] [drove the vehicle involved]

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(c) injury / loss / damage

[Nature of injury] [extent of loss or damage] alleged by the prosecution

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(d) identification

The defendant was correctly identified

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(e) lawful arrest

The defendant was arrested lawfully

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(f) interview

The defendant's interview [summary] [record] is accurate

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(g) fingerprints / DNA

[Fingerprint] [DNA] evidence

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute by reference to the expert evidence summary:

(h) scientific evidence

[Medical] [identification of drug] [other scientific] prosecution evidence

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute by reference to the expert evidence summary:

(i) alcohol / drug testing procedure

The [alcohol] [drug] testing procedure was carried out correctly

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(j) disqualification / court order (e.g. restraining order)

The defendant was [disqualified from driving] [subject to the court order specified] at the time of the offence alleged

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(k) continuity

Exhibits and samples were collected and delivered as stated by the prosecution (i.e. continuity)

- Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(l) anticipated defence(s) - Tick as appropriate

The defendant is likely to rely upon:

- self-defence
- reasonable excuse
- slavery or exploitation
- another statutory defence

If there is any suggestion that the defendant has been a victim of slavery or exploitation, give details including the date of any reference to the national referral mechanism. If any other defence is anticipated, give an outline.

OR - Irrelevant in this case

- 8.2 **Admissions**
 Can any facts which are not in dispute be recorded in a written admission? Yes No
 If yes, a written admission made by the defendant and the prosecutor [is set out here and signed at the end of this form] [is attached] [will be served later].
Undisputed facts can be admitted by reference to a statement accepted in paragraph 8.1, e.g. "I admit 8.1(a) and (e)." Facts which are admitted are evidence: CrimPR rule 24.6 & Criminal Justice Act 1967, s.10.
- 8.3 **Issues**
 What are the real issues in this case? Explain:
 (a) what particular facts are in dispute, if any, in addition to those identified in paragraph 8.1?

 (b) what matters of law are in dispute, if any?
- 8.4 **Points of law**
 Does the defendant presently expect the case to involve a complex, novel or unusual point of law and / or fact? If so what? Yes No
- 8.5 **Defence statement**
 Does the defendant presently intend to give a defence statement? *Giving a defence statement is voluntary, but if one is given it must include the information collected in paragraphs 8.1 and 8.3 and must include particulars of facts relied on by the defence.* Yes No
- 8.6 **Display equipment**
 What equipment (live link or other media player, etc.) will the defendant need in the trial courtroom? *The defendant must make sure that any electronic media can be played in the courtroom.*
- 9 Applications for directions**
- 9.1 **Variation of standard directions**
 Does the defendant want the court to vary a standard trial preparation time limit or make any other direction? Yes No
 If yes, give details:
- 9.2 **Defendant or defence witness requiring assistance, special measures, etc.**
 Are there any defendant or defence witness requirements that may make special measures, reasonable adjustments or other support appropriate? If yes, give details in Part 4. Yes No
- 9.3 **Ground rules for questioning**
 Does the defendant want the court to arrange a discussion of ground rules for questioning? Yes No
If an intermediary is appointed, the court must discuss ground rules with the intermediary and advocates. A discussion may be helpful in other cases.

Part 4: to be completed by the prosecutor, the defendant (or the defendant's representative) and the court

10 Prosecution witnesses. If this information changes, you must tell the court at once: CrimPR rule 1.2(1) & 3.12.

| Name of witness | Prosecutor to complete | | | | Defendant to complete | Both parties to complete | | For the court | | |
|-----------------|--------------------------|---|---|---|--|-----------------------------|--------------------------|---------------------------|--|------|
| | Tick if under 18 | If trial in Wales Tick if witness wishes to give evidence in Welsh | Other language(s) - interpreter needed? If so, specify language and dialect. | Special or other measures e.g. live link needed? If so, specify.** | What disputed issue in the case makes it necessary for the witness to give evidence in person? | Tick if attendance proposed | | Tick if live link ordered | Evidence to be read ('R') or time required per witness | |
| | | | | | | P | D | | | EinC |
| 1) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 4) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 5) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 6) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

11 Expected defence witnesses. If this information changes, you must tell the court at once: CrimPR rule 1.2(1) & 3.12.

| Name of witness | Defendant to complete | | | | Why is it necessary for the witness to give evidence in person? | Both parties to complete | | For the court | | |
|-----------------|--------------------------|---|---|---|---|-----------------------------|--------------------------|---------------------------|--|--------|
| | Tick if under 18 | If trial in Wales Tick if witness wishes to give evidence in Welsh | Other language(s) - interpreter needed? If so, specify language and dialect. | Special or other measures e.g. live link needed? If so, specify.** | | Tick if attendance proposed | | Tick if live link ordered | Evidence to be read ('R') or time required per witness | |
| | | | | | D | P | | | EinC | X-exam |
| 1)* | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

*If the defendant is likely to give evidence, list him or her as the first expected defence witness. **Special or other measures may include screens, evidence by live link or in private, video recorded evidence, intermediary, breaks in examination or other measures to accommodate disability. They may increase the time needed for the witness. In some cases, the defendant may not be allowed to cross-examine a prosecution witness.

Directions for intermediary's report and ground rules

Intermediary's report *CrimPR rule 18.32*

- a. Intermediary's report to be delivered to the court by: (date)
- b. The court will determine the application for an intermediary by: (date)

Ground rules hearing *CrimPR rule 3.9*

- c. The court will discuss ground rules for questioning on: (date)
If an intermediary is appointed for a witness or for the defendant, the court must discuss the ground rules for questioning with the intermediary and the advocates before the witness or defendant gives evidence. Sufficient time must be allowed for this.

Ground rules: witness(es) *CrimPR rules 3.8(7), 3.9*

- d. The following ground rules will apply for the questioning of (name of witness(es)):
 - (a) clear and simple language to be used;
 - (b) no tagged questions;
 - (c) no multiple questions;
 - (d) no questions to be repeated unless not heard or not understood;
 - (e) the witness must be allowed to answer one question before another is asked;
 - (f) questions to be asked in cross-examination to be submitted by: (date);
 - (g) other ground rules:

Ground rules: defendant *CrimPR rules 3.8(7), 3.9*

- e. The following ground rules will apply for the questioning of the defendant:
 - (a) clear and simple language to be used;
 - (b) no tagged questions;
 - (c) no multiple questions;
 - (d) no questions to be repeated unless not heard or not understood;
 - (e) the defendant must be allowed to answer one question before another is asked;
 - (f) questions to be asked in cross-examination to be submitted by: (date);
 - (g) other ground rules:

Standard trial preparation time limits

*The court can vary any of these time limits. Time limits marked * are not prescribed by rules or other legislation.
The total time needed to comply with all these time limits is 6 weeks (9 weeks if paragraph m applies).*

- Written admissions** (Criminal Procedure Rules, r.24.6; Criminal Justice Act 1967, s.10)
- a. The parties must serve any written admissions of agreed facts within **14 days**.*
- Defence statement** (Criminal Procedure Rules, r.15.4; Criminal Procedure and Investigations Act 1996, s.6)
- b. Any defence statement must be served within **14 days** of the prosecutor complying with the initial duty of disclosure.
- Defence witnesses** (Criminal Procedure and Investigations Act 1996, s.6C)
- c. Defence witness names, etc. must be notified within **14 days** of the prosecutor complying with the initial duty of disclosure.
- Application for disclosure** (Criminal Procedure Rules, r.15.5; Criminal Procedure and Investigations Act 1996, s.8)
- d. The defendant must serve any application for an order for prosecution disclosure as soon as reasonably practicable after the prosecutor complies with the initial duty of disclosure.* *Under s.8 of the Criminal Procedure and Investigations Act 1996, no such application may be made unless a defence statement has been served.*
- e. The prosecutor must serve any representations in response within **14 days after that**.
- Witness statements** (Criminal Procedure Rules, r.16.4; Criminal Justice Act 1967, s.9)
- f. The defendant must serve any defence witness statement to be read at trial at least **14 days before the trial**.*
- g. Any objection to a witness statement being read at trial must be made within **7 days of service of the statement**. *This does not apply to the statements listed in Part 4.*
- Measures to assist a witness or defendant to give evidence** (Criminal Procedure Rules, rr.18.3, 18.13, 18.17, 18.22, 18.26)
- h. Any [further] application for special or other measures must be served within **28 days**.
- i. Any representations in response must be served within **14 days after that**.
- Cross-examination where defendant not represented** (Criminal Procedure Rules, rr.23.2, 23.4, 23.7)
- j. The defendant must serve notice of any representative appointed to cross-examine within **7 days**.*
- k. The prosecutor must serve any application to prohibit cross-examination by the defendant in person as soon as reasonably practicable.
- l. Any representations in response must be served within **14 days after that**.
- Expert evidence** (Criminal Procedure Rules, rr.19.3, 19.4)
- m. If either party relies on expert evidence, the directions below apply.
- (i) The expert's report must be served within **28 days**.*
- (ii) A party who wants that expert to attend the trial must give notice within **7 days after (i)**.*
- (iii) A party who relies on expert evidence in response must serve it within **14 days after (ii)**.*
- (iv) There must be a meeting of experts under rule 19.6 within **14 days after (iii)**.*
- (v) The parties must notify the court **immediately after (iv)** if the length of the trial is affected by the outcome of the meeting.*
- Hearsay evidence** (Criminal Procedure Rules, rr.20.2, 20.3)
- n. The prosecutor must serve any notice to introduce hearsay evidence within **28 days**.
- o. The defendant must serve any notice to introduce hearsay evidence as soon as reasonably practicable.
- p. Any application to determine an objection to hearsay evidence must be served within **14 days of service** of the notice or evidence.
- Bad character evidence** (Criminal Procedure Rules, rr.21.2, 21.3, 21.4)
- q. The prosecutor must serve any notice to introduce evidence of the defendant's bad character within **28 days**.
- r. Any application to determine an objection to that notice must be served within **14 days after that**.
- s. Any application to introduce evidence of a non-defendant's bad character must be served within **14 days** of prosecution disclosure.
- t. Any notice of objection to that evidence must be served within **14 days after that**.
- Previous sexual behaviour evidence** (Criminal Procedure Rules, rr.22.2, 22.3, 22.4, 22.5)
- u. The defendant must serve any application for permission to introduce evidence of a complainant's previous sexual behaviour within **28 days** of prosecution disclosure.
- v. The prosecutor must serve any representations in response within **14 days after that**.
- Point of law, including abuse of process etc.** (Criminal Procedure Rules, rr.3.3, 3.12)
- w. Any skeleton argument must be served at least **14 days before the trial**.*
- x. Any skeleton argument in reply must be served within **7 days after that**.*
- Trial readiness** (Criminal Procedure Rules, rr.3.3, 3.12)
- y. The parties must certify readiness for trial at least **14 days before the trial**,* confirming that witnesses due to give evidence in person will do so and confirming the trial time estimate.

May 2021

Llys Ynadon

Rheolau Trefniadaeth Droseddol Rhan 1 a 3.

- Mae'r ffurflen hon yn:
 - casglu gwybodaeth am yr achos y bydd y llys ei hangen er mwyn trefnu treial effeithiol: Rheolau Trefniadaeth Droseddol 3.2 a 3.3
 - cofnodi cyfarwyddiadau'r llys: Rheol Trefniadaeth Droseddol 3.5
- Ar ôl i'r llys roi cyfarwyddiadau am dreial, os:
 - bydd yr wybodaeth am yr achos yn newid, neu
 - eich bod yn meddwl fod angen cyfarwyddyd arallRhaid i chi ddweud wrth y llys ar unwaith: Rheolau Trefniadaeth Droseddol 1.2(1) a 3.12

- Os yw'r diffynnydd yn pledio'n ddieuog, a'i bod yn ofynnol gan y llys:
 - bydd rhaid i'r erlynydd lenwi Rhannau 1, 2 a 4
 - bydd rhaid i'r diffynnydd lenwi Rhannau 1, 3 a 4
 - bydd y llys yn cofnodi cyfarwyddiadau yn Rhan 5.
- Gweler hefyd y:*
 - nodiadau canllaw ar sut i ddefnyddio'r ffurflen hon
 - cyfarwyddiadau am gyfryngwyr a gwrandawliadau rheolau sylfaenol
 - y terfynau amser safonol ar gyfer paratoi ar gyfer treial ,ar ddiwedd y ffurflen hon

Paratoi ar gyfer treial effeithiol

Gweler fanylion cyswllt y Llys yn: <https://www.gov.uk/chwilio-am-lys-neu-dribiwnlys>

| | |
|-----------|-----------|
| Cyfeiriad | Rhif Ffôn |
| E-bost | Ffacs |

Rhan 1: i'w llenwi gan yr erlynydd a'r diffynnydd (neu gynrychiolydd y diffynnydd)

| | | |
|---|--------------------------------------|--------------------------|
| Y diffynnydd | | |
| Trosedd(au) | | |
| URN Yr Heddlu / GEG | Dyddiad y gwrandawriad cyntaf | |
| 1 | Manylion cyswllt yr erlyniad | |
| Yr awdurdod erlyn | | Rhif Ffôn |
| | E-bost | |
| | Pwynt cyswllt ar gyfer yr achos hwn: | |
| 2 | Manylion cyswllt y diffynnydd | |
| Y diffynnydd | Cyfeiriad | Ffôn |
| | | Ffôn Symudol |
| | E-bost | |
| 3 | Cynrychiolydd y Diffynnydd** | |
| Dim cynrychiolydd cyfreithiol NEU | | <input type="checkbox"/> |
| Cynrychiolaeth: ganiatáu | cymorth cyfreithiol wedi'i | <input type="checkbox"/> |
| Cynrychiolydd y diffynnydd i lenwi'r rhan hon cyfreithiol | gwnaed cais am gymorth | <input type="checkbox"/> |

*Mae'r ffurflen hon a'r nodiadau a'r cyfarwyddiadau hynny yn: <https://www.gov.uk/government/publications/preparation-for-trial-in-a-magistrates-court>.

**Mae hyn yn golygu cynrychiolydd cyfreithiol y diffynnydd ar gyfer y treial cyfan, nid unigolyn a benodir yn unig i groesholi tyst o dan Rhan 23 o'r Rheolau Trefniadaeth Droseddol

wedi'i ariannu'n

breifat

Cyfreithiwr
(Cyfreithwy
r) /
cwmni

| | |
|--------------------------------------|------------------|
| | Rhif Ffôn Cyf |
| E-bost | |
| Cyfeiriad | |
| Pwynt cyswllt ar gyfer yr achos hwn: | |

Rhan 2: i'w llenwi gan yr erlynydd

4 Gwybodaeth rheoli achos

4.1 Tystiolaeth

A yw'r erlynydd yn bwriadu cyflwyno rhagor o dystiolaeth?

Ydy Nac ydy

Os ydy, rhowch fanylion:

4.2 Datgelu deunyddiau'r erlyniad nas defnyddiwyd

A gydymffurfiwyd â'r ddyletswydd ddatgelu cychwynnol o ran deunydd yr erlyniad nas defnyddiwyd?

Do Naddo

Os do, pa bryd?

Os naddo, beth yw'r dyddiad disgwylidig ar gyfer cydymffurfio?

4.3 Ymchwiliadau

A oes unrhyw ymholiadau neu ymchwiliadau yn dal i gael eu gwneud?

Oes Nac oes

Os oes, rhowch fanylion (yn cynnwys amserlen debygol):

4.4 Deddf Caethwasiaeth Fodern

A oes unrhyw awgrym bod y diffynnydd wedi dioddef caethwasiaeth neu gamfanteisio?

Oes Nac oes

Os oes, rhowch fanylion gan gynnwys dyddiad unrhyw gyfeiriad at y mecanwaith atgyfeirio cenedlaethol:

4.5 Achos yr erlyniad

Bydd yr erlyniad yn dibynnu ar: cyfaddefiadau'r diffynnydd mewn cyfweliad

Ticiwch / dileer fel y bo'n briodol methiant y diffynnydd i sôn am ffeithiau yn y cyfweliad

[crynodeb] [cofnod] o gyfweliad y diffynnydd

tystiolaeth arbenigol

tystiolaeth achlust

tystiolaeth cymeriad gwael

tystiolaeth [CCTV] [wedi'i chofnodi'n electronig]

[diagram] [map braslunio] [lluniau]

4.6 Offer arddangos

Pa gyfarpar (cyswllt byw/ chwaraewr DVD neu gyfrwng arall, ayyb) y bydd ei angen ar yr erlynydd yn ystafell llys y treial?

Rhaid i'r erlynydd sicrhau y gellir chwarae unrhyw DVD neu gyfrwng electronig arall yn yr ystafell llys.

4.7 Pwyntiau cyfreithiol

A yw'r erlynydd yn rhagweld ar hyn o bryd y bydd yr achos yn cynnwys pwynt o'r gyfraith a / neu ffaith sy'n gymhleth, yn newydd neu'n anarferol? Os felly, beth?

Ydy Nac ydy

5 Ceisiadau am gyfarwyddiadau

5.1 Tyst yr erlyniad angen cymorth, mesurau arbennig, ac ati.

A oes unrhyw ofynion o ran tystion yr erlyniad a all wneud mesurau arbennig, addasiadau rhesymol neu gymorth arall yn briodol? Os oes, rhowch fanylion yn rhan 4.

Oes Nac oes

5.2 Rheolau sylfaenol ar gyfer cwestiynu

A yw'r erlynydd yn dymuno i'r llys drefnu trafodaeth am reolau sylfaenol ar gyfer holi?

Ydy Nac ydy

Os penodir cyfryngwr, rhaid i'r llys drafod rheolau sylfaenol â'r cyfryngwr a'r eiriolwyr. Gall trafodaeth fod o gymorth mewn achosion eraill.

5.3 Amrywio cyfarwyddiadau safonol

A yw'r erlynydd yn dymuno i'r llys amrywio'r terfyn amser safonol ar gyfer paratoi ar gyfer treial neu wneud unrhyw gyfarwyddyd arall? Os ydy, rhowch fanylion:

Ydy Nac ydy

Rhan 3: i'w llenwi gan y diffynnydd (neu gynrychiolydd y diffynnydd)

6 Cyngor ynghylch pledio ac absenoldeb

Credyd am bledio'n euog; treial mewn absenoldeb

A yw'r diffynnydd yn deall:

(a) y caiff ef neu hi gredyd am bledio'n euog?

Ydy Nac ydy

Gallai ple 'euog' effeithio ar y ddedfryd ac unrhyw orchymyn am gostau

(b) y gall y treial a'r broses ddedfrydu, os caiff yn euog, fynd rhagddo hyd yn oed os nad yw'n bresennol?

Ydy Nac ydy

Rheolau Trefniadaeth Droseddol, rheol 24.12

7 Ple euog rannol neu wahanol

7.1 Pleon cymysg

Os oes mwy nag un drosedd yn cael ei honni, a yw'r troseddwr am bledio'n euog i unrhyw rai ohonynt?

Ydy Nac ydy

Os ydyw, pa drosedd(au)?

Amherthnasol

7.2 Sail y ple

A yw'r diffynnydd am bleidio'n euog, ond nid ar sail y ffeithiau a honnir?

Ydy Nac ydy

Os ydyw, rhaid rhoi nodyn ysgrifenedig i'r llys o'r ffeithiau y mae'r diffynnydd eisiau pledio'n euog iddynt.

7.3 Trosedd wahanol

A yw'r diffynnydd am bleidio'n euog, ond i drosedd wahanol?

Ydy Nac ydy

Os yw, pa drosedd?

8 Gwybodaeth rheoli achos

Dylai manylion cychwynnol achos yr erlyniad fod wedi'u cyflwyno: Rheol Trefniadaeth Droseddol 8.2 Diben cwestiynau 8.1, 8.2, 8.3 ac 8.4 yw helpu'r llys i ddarganfod beth yr anghytunir arno a rhoi cyfarwyddiadau priodol ar gyfer y treial. Ticiwch a rhowch fanylion fel y bo'n briodol.

8.1 (a) presenoldeb

Roedd y diffynnydd yn bresennol yn y man lle digwyddodd y drosedd honedig

Ni wrthwynebir.

Gwrthwynebir

Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(b) Wedi bod yn rhan o rywbeth

Bu i'r diffynnydd [[ymgydryd â'r]] [gymryd rhan yn yr] ymddygiad a honnir [gyrru'r cerbyd]

Ni wrthwynebir.

Gwrthwynebir

Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(c) anaf / colled / difrod

[Natur yr anaf] [graddau'r golled neu'r difrod] a honnir gan yr erlyniad

Ni wrthwynebir.

Gwrthwynebir

Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(d) adnabod

Cafodd y diffynnydd ei adnabod yn gywir

Ni wrthwynebir.

Gwrthwynebir.

Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

.....

(e) arestio cyfreithlon

Cafodd y diffynnydd ei arestio'n gyfreithlon

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(f) cyfweliad

Mae'r [crynodeb] [cofnod] o gyfweliad y diffynnydd yn gywir

Ni wrthwynebir. Gwrthwynebir Amherthnasol yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(g) olion bysedd / DNA

Tystiolaeth [ôl bysedd] [DNA]

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch yr hyn sy'n destun anghydfod drwy gyfeirio at y crynodeb tystiolaeth arbenigol:

(h) tystiolaeth wyddonol

Tystiolaeth [feddygol] [adnabod cyffur] [wyddonol arall] yr erlyniad

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch yr hyn sy'n destun anghydfod drwy gyfeirio at y crynodeb tystiolaeth arbenigol:

(i) y weithdrefn profi am alcohol / cyffuriau

Cafodd y drefn profi am [alcohol] [cyffuriau] ei gweithredu'n gywir

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(j) gwaharddiad / gorchymyn llys (e.e. gorchymyn atal)

Roedd y diffynnydd [wedi'i wahardd rhag gyrru] [yn destun y gorchymyn llys honedig] ar adeg y drosedd honedig

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(k) dilyniant

Cafodd arddangosion a samplau eu casglu a'u danfon fel y nodwyd gan yr erlyniad (h.y. dilyniant)

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(i) amddiffyniad(au) a ragwelir - Ticiwch fel y bo'n briodol

Mae'r diffynnydd yn debygol o ddibynnu ar:

Hunanamddiffyn

esgus rhesymol

gamfanteisio caethwasiaeth neu
amddiffyniad statudol arall

Os oes unrhyw awgrym bod y diffynnydd wedi dioddef caethwasiaeth neu gamfanteisio, rhowch fanylion gan gynnwys dyddiad unrhyw gyfeiriad at y mecanwaith atgyfeirio cenedlaethol. Os rhagwelir unrhyw amddiffyniad arall, rhowch amlinelliad.

NEU - Amherthnasol yn yr achos hwn

8.2 **Cyfaddefiadau**
A ellir cofnodi unrhyw ffeithiau nad ydynt yn destun anghydfod mewn cyfaddefiad ysgrifenedig? Gallai Na allai

Os gallai, bydd cyfaddefiad ysgrifenedig a wnaed gan y diffynnydd a'r erlynydd [wedi'i nodi yma ac wedi'i lofnodi ar ddiwedd y ffurflen hon] [wedi'i atodi] [yn cael ei chyflwyno'n ddiweddarach].

Gellir cyfaddef i ffeithiau diamheuol drwy gyfeirio at ddatganiad a dderbynnir ym mharagraff 8.1, e.e. "Rwy'n cyfaddef i 8.1(a)ac (e)." Mae ffeithiau a chyfaddefir yn dystiolaeth: Rheol Trefniadaeth Droseddol rheol 24.6 a Deddf Cyfiawnder Troseddol 1967, a.10

8.3 **Materion**
Beth yw'r materion go iawn yn yr achos hwn? Eglurwch:
(a) pa ffeithiau penodol sy'n destun anghydfod, os o gwbl, yn ogystal â'r rhai a nodir ym mharagraff 8.1?

(b) pa faterion cyfreithiol sy'n destun anghydfod, os o gwbl?

8.4 **Pwyntiau o'r gyfraith**
A yw'r diffynnydd yn rhagweld ar hyn o bryd y bydd yr achos yn cynnwys pwynt o'r gyfraith a / neu ffaith sy'n gymhleth, yn newydd neu'n anarferol? Os felly, beth? Ydy Nac ydy

8.5 **Datganiad amddiffyn**
A yw'r diffynnydd yn bwriadu rhoi datganiad amddiffyn? *Rhywbeth gwirfoddol yw rhoi datganiad amddiffyn, ond os rhoddir un rhaid iddo gynnwys yr wybodaeth a gasglwyd ym mharagraffau 8.1 ac 8.3 a rhaid iddo hefyd gynnwys manylion am ffeithiau y mae'r amddiffyniad yn dibynnu arnynt.* Oes Nac oes

8.6 **Offer arddangos**
Pa gyfarpar (cyswllt byw/ chwaraewr DVD neu gyfrwng arall, ayyb) y bydd ei angen ar y diffynnydd yn ystafell llys y treial? *Rhaid i'r diffynnydd sicrhau y gellir chwarae'r tâp/DVD yn yr ystafell llys.*

9 Ceisiadau am gyfarwyddiadau

9.1 **Amrywio cyfarwyddiadau safonol**

A yw'r diffynnydd yn dymuno i'r llys amrywio'r terfyn amser safonol ar gyfer paratoi ar gyfer treial neu wneud unrhyw gyfarwyddyd arall?

Ydy Nac ydy

Os ydy, rhowch fanylion:

9.2 **Diffynnydd neu dyst yr amddiffyniad sydd angen cymorth, mesurau arbennig ac ati.**

A oes unrhyw ofynion o ran unrhyw ddiffynnydd neu dystion yr erlyniad a all wneud mesurau arbennig, addasiadau rhesymol neu gymorth arall yn briodol? Os oes, rhowch fanylion yn rhan 4.

Oes Nac oes

9.3 **Rheolau sylfaenol ar gyfer cwestiynu**

A yw'r diffynnydd yn dymuno i'r llys drefnu trafodaeth am reolau sylfaenol ar gyfer holi? *Os penodir cyfryngwr, rhaid i'r llys drafod rheolau sylfaenol â'r cyfryngwr a'r eiriolwyr. Gall trafodaeth fod o gymorth mewn achosion eraill.*

Ydy Nac ydy

Rhan 4: i'w llenwi gan yr erlynydd, y diffynnydd (neu gynrychiolydd y diffynnydd) a'r llys

10 Tystion yr Erlyniad. *Rhaid i chi ddweud wrth y llys ar unwaith* os bydd yr wybodaeth hon yn newid: Rheolau Trefniadaeth Droseddol 1.2(1) a 3.12

| Enw'r tyst | Yr erlynydd i'w llenwi | | | | Y diffynnydd i'w llenwi | I'w llenwi gan y ddau barti | | I'r llys | | |
|------------|--------------------------|---|---|---|---|--|--------------------------|----------|-----------------------------------|---|
| | Ticiwch os o dan 18 | Os cynhelir y treial yng Nghymru Ticiwch os yw'r tyst yn dymuno rhoi ei dystiolaeth yn Gymraeg | laith arall (ieithoedd eraill) - A oes angen cyfieithydd? Os oes, ar gyfer pa iaith a thafodiaith | A oes angen mesurau arbennig neu fesurau eraill? Os felly, nodwch.** | Pa fater sy'n destun anghydfod yn yr achos sy'n ei wneud yn angenrheidiol bod y tyst yn rhoi dystiolaeth yn bersonol? | Ticiwch os cynigir i'r tyst fod yn bresennol | E | A | Ticiwch os bydd angen cyswllt byw | Tystiolaeth i'w darllen ('R) neu amser sydd ei angen ar gyfer pob tyst <i>EinC Croesholi</i> |
| 1) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 4) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 5) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 6) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

11 Tystion yr Amddiffyniad a ddisgwylir. *Rhaid i chi ddweud wrth y llys ar unwaith* os bydd yr wybodaeth hon yn newid: Rheolau Trefniadaeth Droseddol 1.2(1) a 3.12

| Enw'r tyst | Y diffynnydd i'w llenwi | | | | Pam ei fod yn angenrheidiol bod y tyst yn rhoi dystiolaeth yn bersonol? | I'w llenwi gan y ddau barti | | I'r llys | |
|------------|-------------------------|---|---|---|---|--|---|----------|-----------------------------------|
| | Ticiwch os o dan 18 | Os cynhelir y treial yng Nghymru Ticiwch os yw'r tyst yn dymuno rhoi ei dystiolaeth yn Gymraeg | laith arall (ieithoedd eraill) - A oes angen cyfieithydd? Os oes, ar gyfer pa iaith a thafodiaith | A oes angen mesurau arbennig neu fesurau eraill? Os felly, nodwch.** | | Ticiwch os cynigir i'r tyst fod yn bresennol | A | E | Ticiwch os bydd angen cyswllt byw |

Enw'r diffynnydd:

| | | | | | | | | | | |
|-----|--------------------------|--------------------------|--|--|--|--------------------------|--------------------------|--------------------------|--|--|
| 1)* | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

*Os yw'r diffynnydd yn debygol o roi tystiolaeth, rhestrwch ef neu hi fel y tyst cyntaf a ragwelir dros yr amddiffyniad. **Mae mesurau arbennig neu fesurau eraill yn gallu cynnwys sgriniau, rhoi tystiolaeth drwy gyswllt byw neu'n breifat, tystiolaeth wedi'i recordio gan beiriant fideo, cyfryngwr, seibiannau wrth holi neu fesurau eraill i ddarparu ar gyfer anabledd. Gallant olygu y bydd angen mwy o amser ar gyfer y tyst. Mewn rhai achosion, mae'n bosibl na chaniateir i'r diffynnydd groesholi tyst dros yr erlyniad.

Enw'r diffynnydd:

Hyd amcanol y treial:

oriau: munudau

Gan gynnwys tystiolaeth a chyflwyniadau:

Trafodaethau a phenderfyniad:

Rhaid ystyried amserlen fanwl ar gyfer y treial a'i hatodi os bydd angen: Rheolau Trefniadaeth Droseddol 3.8 a 3.13

Llofnod:

Yr Erlyniad:

Yr Amddiffyniad:

Y Llys:

Cwblhawyd ar:

(dyddiad)

Cyfarwyddiadau ar gyfer adroddiad y cyfryngwr a rheolau sylfaenol.

Adroddiad y cyfryngwr Rheol Trefniadaeth Droseddol 18.32

- a. Adroddiad y cyfryngwr i'w gyflwyno i'r llys erbyn: (dyddiad)
b. Bydd y llys yn penderfynu ar y cais am gyfryngwr erbyn: (dyddiad)

Gwrandawriad rheolau sylfaenol Rheol Trefniadaeth Droseddol 3.9

- c. Bydd y llys yn trafod rheolau sylfaenol ar gyfer holi ar: (dyddiad)
Os penodir cyfryngwr ar gyfer tyst neu ar gyfer y diffynnydd, rhaid i'r llys drafod y rheolau sylfaenol ar gyfer holi â'r cyfryngwr a'r eiriolwyr cyn i'r tyst neu ddiffynnydd roi tystiolaeth. Rhaid caniatáu digon o amser ar gyfer hyn.

Rheolau sylfaenol: tyst(ion) Rheolau Trefniadaeth Droseddol 3.8(7), 3.9

- d. Bydd y rheolau sylfaenol canlynol yn berthnasol ar gyfer holi (enw(au)'r tyst(ion)):
(a) iaith glir a syml i'w defnyddio;
(b) dim cwestiynau wedi'u tagio;
(c) dim cwestiynau lluosog;
(ch) dim cwestiynau i'w hailadrodd oni bai nad oes rhywun wedi eu clywed neu heb eu deall;
(d) rhaid rhoi caniatâd i'r tyst ateb un cwestiwn cyn gofyn cwestiwn arall;
(dd) cwestiynau i'w gofyn wrth groesholi, i'w cyflwyno erbyn: (dyddiad)
(g) rheolau sylfaenol eraill:

Rheolau sylfaenol: diffynnydd Rheolau Trefniadaeth Droseddol 3.8(7), 3.9

- e. Bydd y rheolau sylfaenol canlynol yn berthnasol ar gyfer holi'r diffynnydd:
(a) iaith glir a syml i'w defnyddio;
(b) dim cwestiynau wedi'u tagio;
(c) dim cwestiynau lluosog;
(ch) dim cwestiynau i'w hailadrodd oni bai nad oes rhywun wedi eu clywed neu heb eu deall;
(d) rhaid rhoi caniatâd i'r diffynnydd ateb un cwestiwn cyn gofyn cwestiwn arall;
(dd) cwestiynau i'w gofyn wrth groesholi, i'w cyflwyno erbyn: (dyddiad)
(g) rheolau sylfaenol eraill:

Terfynau amser safonol ar gyfer paratoi ar gyfer treial

*Gall y llys amrywio unrhyw un o'r terfynau amser hyn. Nid yw terfynau amser a nodwyd â seren * wedi'u rhagnodi mewn rheolau neu mewn deddfwriaeth arall.*

Y cyfanswm amser sy'n ofynnol i gydymffurfio â'r holl derfynau amser hyn yw 6 wythnos (9 wythnos os yw paragraff m yn berthnasol)

Cyfaddefiadau ysgrifenedig (Rheolau Trefniadaeth Droseddol, rheol 24.6; Deddf Cyfiawnder Troseddol 1967, a.10)

- a. Rhaid i'r partïon gyflwyno unrhyw gyfaddefiadau ysgrifenedig o ffeithiau y cytunir arnynt o fewn **14 diwrnod**.*

Datganiad amddiffyn (Rheolau Trefniadaeth Droseddol, rheol 15.4; Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, a.6)

- b. Rhaid cyflwyno unrhyw ddatganiad amddiffyn o fewn **14 diwrnod** wedi i'r erlynydd gydymffurfio â'r ddyletswydd ddatgelu gychwynnol.

Tystion yr amddiffyniad (Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, a.6C)

- c. Rhoi gwybod am enwau tystion yr amddiffyniad ayyb o fewn **14 diwrnod** wedi i'r erlynydd gydymffurfio â'r ddyletswydd ddatgelu gychwynnol.

Cais am ddatgeliad (Rheolau Trefniadaeth Droseddol, rheol 15.5; Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, a.8)

- d. Rhaid i'r diffynnydd gyflwyno unrhyw gais am orchymyn i'r erlyniad ddatgelu cyn gynted ag y bo'n rhesymol ymarferol ar ôl i'r erlynydd gydymffurfio â'r ddyletswydd wreiddiol i ddatgelu.* *O dan a.8 Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, ni ellir gwneud cais o'r fath oni bai bod datganiad yr amddiffyniad wedi'i gyflwyno.*

- e. Rhaid i'r erlynydd gyflwyno unrhyw sylwadau mewn ymateb o fewn **14 diwrnod** ar ôl hynny.

Datganiadau gan dystion (Rheolau Trefniadaeth Droseddol, rheol 16.4; Deddf Cyfiawnder Troseddol 1967, a.9)

- f. Rhaid i'r diffynnydd gyflwyno unrhyw ddatganiad gan dystion yr amddiffyniad sydd i gael eu darllen yn y treial o leiaf **14 diwrnod cyn y treial**.*

- g. Rhaid gwneud unrhyw wrthwynebiad i ddatganiad gan dyst gael ei ddarllen yn y treial **o fewn 7 diwrnod i'r datganiad gael ei gyflwyno**. *Nid yw hyn yn berthnasol i'r datganiadau a restrir yn Rhan 4.*

Mesurau i helpu tyst neu ddiffynnydd i roi tystiolaeth (Rheolau Trefniadaeth Droseddol, rheolau 18.3, 18.13, 18.17, 18.22, 18.26)

- h. Rhaid i unrhyw gais [pellach] am fesurau arbennig neu fesurau eraill gael ei gyflwyno o fewn **28 diwrnod**.

- i. Rhaid i unrhyw sylwadau mewn ymateb gael eu cyflwyno o fewn **14 diwrnod ar ôl hynny**.

Croesholi lle nad yw'r diffynnydd yn cael ei gynrychioli (Rheolau Trefniadaeth Droseddol, rheolau 23.2, 23.4, 23.7)

- j. Rhaid i'r diffynnydd gyflwyno rhybudd am unrhyw gynrychiolydd a benodir i groesholi o fewn **7 diwrnod**.

- k. Rhaid i'r erlynydd gyflwyno unrhyw gais i wahardd croesholi gan y diffynnydd yn bersonol cyn gynted ag sy'n rhesymol ymarferol..

- l. Rhaid i unrhyw sylwadau mewn ymateb gael eu cyflwyno o fewn **14 diwrnod ar ôl hynny**.

Tystiolaeth arbenigol (Rheolau Trefniadaeth Droseddol, rheolau 19.3, 19.4)

- m. Os bydd y naill barti neu'r llall yn dibynnu ar dystiolaeth arbenigol, bydd y cyfarwyddyd isod yn berthnasol.

(i) Rhaid i adroddiad yr arbenigwr gael ei gyflwyno o fewn **28 diwrnod**.*

(ii) Rhaid i barti sydd am i'r arbenigwr hwnnw fod yn bresennol yn y treial roi rhybudd o fewn **7 diwrnod ar ôl (i)**.*

(iii) Rhaid i barti sy'n dibynnu ar dystiolaeth arbenigol mewn ymateb ei chyflwyno o fewn **14 diwrnod ar ôl (ii)**.*

(iv) Rhaid cael cyfarfod o arbenigwyr dan reol 19.6 o fewn **14 diwrnod ar ôl (iii)**.*

(v) Rhaid i'r partïon hysbysu'r llys **yn ddi-oed ar ôl (iv)** os bydd canlyniad y cyfarfod yn effeithio ar hyd y treial.*

Tystiolaeth achlust (Rheolau Trefniadaeth Droseddol, rheolau 20.2, 20.3)

- n. Rhaid i'r erlynydd gyflwyno unrhyw rybudd i gyflwyno tystiolaeth achlust o fewn **28 diwrnod**.

- o. Rhaid i'r diffynnydd gyflwyno unrhyw rybudd i gyflwyno tystiolaeth achlust cyn gynted ag sy'n rhesymol ymarferol.

- p. Rhaid i unrhyw gais i benderfynu ar wrthwynebiad i dystiolaeth achlust gael ei gyflwyno **o fewn 14 diwrnod i gyflwyno'r rhybudd neu'r dystiolaeth**.

Tystiolaeth o gymeriad drwg (Rheolau Trefniadaeth Droseddol, rheolau 21.2, 21.3, 21.4)

- q. Rhaid i'r erlynydd gyflwyno unrhyw rybudd i gyflwyno tystiolaeth o gymeriad drwg y diffynnydd o fewn **28 diwrnod**.

- r. Rhaid i unrhyw gais i benderfynu ar wrthwynebiad i'r rhybudd hwnnw gael ei gyflwyno o fewn **14 diwrnod ar ôl hynny**.

- s. Rhaid i unrhyw gais i gyflwyno tystiolaeth am gymeriad drwg rhywun ar wahân i ddiffynnydd gael ei gyflwyno o fewn **14 diwrnod** i ddatgeliad yr erlyniad.

- t. Rhaid i unrhyw rybudd am wrthwynebiad i'r dystiolaeth honno gael ei gyflwyno o fewn **14 diwrnod ar ôl hynny**.

Tystiolaeth am ymddygiad rhywiol blaenorol (Rheolau Trefniadaeth Droseddol, rheolau 22.2, 22.3, 22.4, 22.5)

- u. Rhaid i'r diffynnydd gyflwyno unrhyw gais am ganiatâd i gyflwyno tystiolaeth am ymddygiad rhywiol blaenorol achwynydd o fewn **28 diwrnod** i ddatgeliad yr erlyniad.

- v. Rhaid i'r erlynydd gyflwyno unrhyw sylwadau mewn ymateb o fewn **14 diwrnod ar ôl hynny**.

Pwyntiau o'r gyfraith, gan gynnwys camddefnyddio proses ac ati. (Rheolau Trefniadaeth Droseddol, rheolau 3.3, 3.12)

- w. Rhaid i unrhyw ddadl fframwaith gael ei chyflwyno o leiaf **14 diwrnod cyn y treial**.*

- x. Rhaid i unrhyw ddadl fframwaith mewn ymateb gael ei chyflwyno o fewn **7 diwrnod ar ôl hynny**.*

Parodrwydd ar gyfer treial (Rheolau Trefniadaeth Droseddol, rheolau 3.3, 3.12)

- y. Rhaid i'r partïon dystio eu bod yn barod ar gyfer treial **o leiaf 14 diwrnod cyn y treial**,* gan gadarnhau pa dystion fydd yn rhoi tystiolaeth yn bersonol a'r amcangyfrif o hyd y treial.

Preparation for effective trial Criminal Procedure Rules Parts 1 & 3

- This form:
 - collects information about the case that the court will need to arrange for an effective trial: CrimPR rules 3.2 and 3.3
 - records the court's directions: CrimPR rule 3.5.

- After the court gives directions for trial, if:
 - information about the case changes, or
 - you think another direction is needed

you must tell the court at once: CrimPR 1.2(1) & 3.12.

- If the defendant pleads not guilty, and the court requires:
 - the prosecutor must complete Parts 1, 2 and 4
 - the defendant must complete Parts 1, 3 and 4
 - the court will record directions in Part 5.

- See also the:*
 - notes for guidance on using this form
 - directions about intermediaries and ground rules hearings
 - standard trial preparation time limits at the end of this form

Court contact details can be found at: <https://courtribunalfinder.service.gov.uk/search/>

| | |
|---------|-------|
| Address | Phone |
| | Fax |
| Email | |

Part 1: to be completed by the prosecutor and the defendant (or defendant's representative)

Defendant

Offence(s)

Police / CPS URN **Date of first hearing**

1 Prosecution contact details

| | | |
|-----------------------|---|-------|
| Prosecuting authority | <input style="width: 95%; height: 20px;" type="text"/> | Phone |
| | Email <input style="width: 95%; height: 20px;" type="text"/> | |
| | Contact for this case: <input style="width: 95%; height: 20px;" type="text"/> | |

2 Defendant's contact details

| | | |
|-----------|--|---|
| Defendant | Address <input style="width: 95%; height: 20px;" type="text"/> | Phone |
| | | Mobile <input style="width: 95%; height: 20px;" type="text"/> |
| | Email <input style="width: 95%; height: 20px;" type="text"/> | |

3 Defendant's trial representative**

No legal representative

OR

Representation is: legal aid granted

Defendant's representative to complete legal aid applied for

privately funded

| | | |
|------------------|---|--|
| Lawyer(s) / firm | <input style="width: 95%; height: 20px;" type="text"/> | Phone |
| | | Ref <input style="width: 95%; height: 20px;" type="text"/> |
| | Email <input style="width: 95%; height: 20px;" type="text"/> | |
| | Address <input style="width: 95%; height: 20px;" type="text"/> | |
| | Contact for this case: <input style="width: 95%; height: 20px;" type="text"/> | |

*This form and those notes and directions are at: <https://www.gov.uk/government/publications/preparation-for-trial-in-a-magistrates-court>.

**This means the defendant's legal representative for the whole trial, not a person appointed only to cross-examine a witness under CrimPR Part 23.

3A Defendant's parent or guardian

| | | |
|---------------------------|--|-------|
| Name | | Phone |
| Relationship to defendant | | |
| Address | | |
| Email | | |

3B Local authority responsible for the defendant

Is the defendant a looked after child? Yes No

| | | |
|-------------------------------------|--|--------------|
| Authority | | Phone Ref |
| Address | | |
| Email | | |
| Responsible officer / social worker | | |

Part 2: to be completed by the prosecutor

4 Case management information

4.1 Evidence

Does the prosecutor intend to serve more evidence? Yes No

If yes, give details:

4.2 Disclosure of unused prosecution material

Has the initial duty of disclosure of unused prosecution material been complied with? Yes No

If yes, when? If not, anticipated date for service

4.3 Investigation

Are there any pending enquiries or lines of investigation? Yes No

If yes, give details (including likely timescale):

4.4 Modern Slavery Act

Is there any suggestion that the defendant has been a victim of slavery or exploitation? Yes No

If yes, give details including the date of any reference to the national referral mechanism:

4.5 Prosecution case

The prosecution will rely on: defendant's admissions in interview

Tick / delete as appropriate defendant's failure to mention facts in interview

[a summary] [a record] of the defendant's interview

expert evidence

hearsay evidence

bad character evidence

[CCTV] [electronically recorded] evidence

[diagram] [sketch map] [photos]

4.6 Display equipment

What equipment (live link or other media player, etc.) will the prosecutor need in the trial courtroom?

The prosecutor must make sure that any electronic media can be played in the courtroom.

- 4.7 **Points of law**
Does the prosecutor presently expect the case to involve a complex, novel or unusual point of law and / or fact? If so what? Yes No

5 Applications for directions

- 5.1 **Prosecution witness requiring assistance, special measures, etc.**
Are there any prosecution witness requirements that may make special measures, reasonable adjustments or other support appropriate? If yes, give details in Part 4. Yes No
- 5.2 **Ground rules for questioning**
Does the prosecutor want the court to arrange a discussion of ground rules for questioning? Yes No
If an intermediary is appointed, the court must discuss ground rules with the intermediary and advocates. A discussion may be helpful in other cases.
- 5.3 **Variation of standard directions**
Does the prosecutor want the court to vary a standard trial preparation time limit or make any other direction? If yes, give details: Yes No

Part 3: to be completed by the defendant (or defendant's representative)

6 Advice on plea and absence

Credit for guilty plea; trial in absence

Does the defendant understand that:

- (a) they will receive credit for a guilty plea? Yes No
*A guilty plea may affect the sentence and any order for costs.
If the defendant has not previously committed an offence the court may make a referral order in the event of a guilty plea.*
- (b) the trial can go ahead even if they do not attend? Yes No
CrimPR rule 24.12

7 Partial or different guilty plea

- 7.1 **Mixed pleas**
If more than one offence is alleged, does the defendant want to plead guilty to any of them? Yes No N/A
If yes, which offence(s)?
- 7.2 **Basis of plea**
Does the defendant want to plead guilty, but not on the facts alleged? Yes No
If yes, provide a written note of the facts on which the defendant wants to plead guilty.
- 7.3 **Different offence**
Does the defendant want to plead guilty, but to a different offence? Yes No
If yes, what offence?

8 Case management information

Initial details of the prosecution case should have been served: CrimPR rule 8.2. Questions 8.1, 8.2, 8.3 and 8.4 are to help the court find out what is in dispute and give appropriate directions for trial. Tick and give details as appropriate.

- 8.1 **(a) presence**
The defendant was present at the scene of the offence alleged
 Not disputed. Disputed. Irrelevant in this case
If disputed, explain what is in dispute:

(b) involvement

The defendant [[carried out] [took part in] the conduct alleged] [drove the vehicle involved]

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(c) injury / loss / damage

[Nature of injury] [extent of loss or damage] alleged by the prosecution

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(d) identification

The defendant was correctly identified

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(e) lawful arrest

The defendant was arrested lawfully

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(f) interview

The defendant's interview [summary] [record] is accurate

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(g) fingerprints / DNA

[Fingerprint] [DNA] evidence

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute by reference to the expert evidence summary:

(h) scientific evidence

[Medical] [identification of drug] [other scientific] prosecution evidence

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute by reference to the expert evidence summary:

(i) alcohol / drug testing procedure

The [alcohol] [drug] testing procedure was carried out correctly

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(j) disqualification / court order (e.g. restraining order)

The defendant was [disqualified from driving] [subject to the court order specified] at the time of the offence alleged

Not disputed. Disputed. Irrelevant in this case

If disputed, explain what is in dispute:

(k) continuity

Exhibits and samples were collected and delivered as stated by the prosecution (i.e. continuity)

- Not disputed.
- Disputed.
- Irrelevant in this case

If disputed, explain what is in dispute:

(l) anticipated defence(s) - Tick as appropriate

The defendant is likely to rely upon:

- self-defence
- reasonable excuse
- slavery or exploitation
- another statutory defence

If there is any suggestion that the defendant has been a victim of slavery or exploitation, give details including the date of any reference to the national referral mechanism. If any other defence is anticipated, give an outline.

OR - Irrelevant in this case

8.2 Admissions

Can any facts which are not in dispute be recorded in a written admission?

 Yes No

If yes, a written admission made by the defendant and the prosecutor [is set out here and signed at the end of this form] [is attached] [will be served later].

Undisputed facts can be admitted by reference to a statement accepted in paragraph 8.1, e.g. "I admit 8.1(a) and (e)." Facts which are admitted are evidence: CrimPR rule 24.6 & Criminal Justice Act 1967, s.10.

8.3 Issues

What are the real issues in this case? Explain:

(a) what particular facts are in dispute, if any, in addition to those identified in paragraph 8.1?

(b) what matters of law are in dispute, if any?

8.4 Points of law

Does the defendant presently expect the case to involve a complex, novel or unusual point of law and / or fact? If so what?

 Yes No

8.5 Defence statement

Does the defendant presently intend to give a defence statement? *Giving a defence statement is voluntary, but if one is given it must include the information collected in paragraphs 8.1 and 8.3 and must include particulars of facts relied on by the defence.*

 Yes No

8.6 **Display equipment**
What equipment (live link or other media player, etc.) will the defendant need in the trial courtroom? *The defendant must make sure that any electronic media can be played in the courtroom.*

9 Applications for directions

9.1 **Variation of standard directions**
Does the defendant want the court to vary a standard trial preparation time limit or make any other direction? Yes No
If yes, give details:

9.2 **Defendant or defence witness requiring assistance, special measures, etc.**
Are there any defendant or defence witness requirements that may make special measures, reasonable adjustments or other support appropriate? If yes, give details in Part 4. Yes No

9.3 **Ground rules for questioning**
Does the defendant want the court to arrange a discussion of ground rules for questioning? Yes No
If an intermediary is appointed, the court must discuss ground rules with the intermediary and advocates. A discussion may be helpful in other cases.

Parts 2 & 3 continued: additional information

Use this space to record any additional information, or to continue an answer started above:

Part 4: to be completed by the prosecutor, the defendant (or the defendant's representative) and the court

10 Prosecution witnesses. If this information changes, you must tell the court at once: CrimPR rule 1.2(1) & 3.12.

| Name of witness | Prosecutor to complete | | | | Defendant to complete | Both parties to complete | | For the court | | |
|-----------------|--------------------------|---|---|---|--|-----------------------------|--------------------------|---------------------------|--|------|
| | Tick if under 18 | If trial in Wales Tick if witness wishes to give evidence in Welsh | Other language(s) - interpreter needed? If so, specify language and dialect. | Special or other measures e.g. live link needed? If so, specify.** | What disputed issue in the case makes it necessary for the witness to give evidence in person? | Tick if attendance proposed | | Tick if live link ordered | Evidence to be read ('R') or time required per witness | |
| | | | | | | P | D | | | EinC |
| 1) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 4) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 5) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 6) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

11 Expected defence witnesses. If this information changes, you must tell the court at once: CrimPR rule 1.2(1) & 3.12.

| Name of witness | Defendant to complete | | | | Why is it necessary for the witness to give evidence in person? | Both parties to complete | | For the court | | |
|-----------------|--------------------------|---|---|---|---|-----------------------------|--------------------------|---------------------------|--|--------|
| | Tick if under 18 | If trial in Wales Tick if witness wishes to give evidence in Welsh | Other language(s) - interpreter needed? If so, specify language and dialect. | Special or other measures e.g. live link needed? If so, specify.** | | Tick if attendance proposed | | Tick if live link ordered | Evidence to be read ('R') or time required per witness | |
| | | | | | D | P | | | EinC | X-exam |
| 1)* | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

*If the defendant is likely to give evidence, list him or her as the first expected defence witness. **Special or other measures may include screens, evidence by live link or in private, video recorded evidence, intermediary, breaks in examination or other measures to accommodate disability. They may increase the time needed for the witness. In some cases, the defendant may not be allowed to cross-examine a prosecution witness.

Directions for intermediary's report and ground rules

Intermediary's report *CrimPR rule 18.32*

- a. Intermediary's report to be delivered to the court by: (date)
- b. The court will determine the application for an intermediary by: (date)

Ground rules hearing *CrimPR rule 3.9*

- c. The court will discuss ground rules for questioning on: (date)
If an intermediary is appointed for a witness or for the defendant, the court must discuss the ground rules for questioning with the intermediary and the advocates before the witness or defendant gives evidence. Sufficient time must be allowed for this.

Ground rules: witness(es) *CrimPR rules 3.8(7), 3.9*

- d. The following ground rules will apply for the questioning of (name of witness(es)):
 - (a) clear and simple language to be used;
 - (b) no tagged questions;
 - (c) no multiple questions;
 - (d) no questions to be repeated unless not heard or not understood;
 - (e) the witness must be allowed to answer one question before another is asked;
 - (f) questions to be asked in cross-examination to be submitted by: (date);
 - (g) other ground rules:

Ground rules: defendant *CrimPR rules 3.8(7), 3.9*

- e. The following ground rules will apply for the questioning of the defendant:
 - (a) clear and simple language to be used;
 - (b) no tagged questions;
 - (c) no multiple questions;
 - (d) no questions to be repeated unless not heard or not understood;
 - (e) the defendant must be allowed to answer one question before another is asked;
 - (f) questions to be asked in cross-examination to be submitted by: (date);
 - (g) other ground rules:

Standard trial preparation time limits

*The court can vary any of these time limits. Time limits marked * are not prescribed by rules or other legislation.
The total time needed to comply with all these time limits is 6 weeks (9 weeks if paragraph m applies).*

- Written admissions** (Criminal Procedure Rules, r.24.6; Criminal Justice Act 1967, s.10)
- a. The parties must serve any written admissions of agreed facts within **14 days**.*
- Defence statement** (Criminal Procedure Rules, r.15.4; Criminal Procedure and Investigations Act 1996, s.6)
- b. Any defence statement must be served within **14 days** of the prosecutor complying with the initial duty of disclosure.
- Defence witnesses** (Criminal Procedure and Investigations Act 1996, s.6C)
- c. Defence witness names, etc. must be notified within **14 days** of the prosecutor complying with the initial duty of disclosure.
- Application for disclosure** (Criminal Procedure Rules, r.15.5; Criminal Procedure and Investigations Act 1996, s.8)
- d. The defendant must serve any application for an order for prosecution disclosure as soon as reasonably practicable after the prosecutor complies with the initial duty of disclosure.* *Under s.8 of the Criminal Procedure and Investigations Act 1996, no such application may be made unless a defence statement has been served.*
- e. The prosecutor must serve any representations in response within **14 days after that**.
- Witness statements** (Criminal Procedure Rules, r.16.4; Criminal Justice Act 1967, s.9)
- f. The defendant must serve any defence witness statement to be read at trial at least **14 days before the trial**.*
- g. Any objection to a witness statement being read at trial must be made within **7 days of service of the statement**. *This does not apply to the statements listed in Part 4.*
- Measures to assist a witness or defendant to give evidence** (Criminal Procedure Rules, rr.18.3, 18.13, 18.17, 18.22, 18.26)
- h. Any [further] application for special or other measures must be served within **28 days**.
- i. Any representations in response must be served within **14 days after that**.
- Cross-examination where defendant not represented** (Criminal Procedure Rules, rr.23.2, 23.4, 23.7)
- j. The defendant must serve notice of any representative appointed to cross-examine within **7 days**.*
- k. The prosecutor must serve any application to prohibit cross-examination by the defendant in person as soon as reasonably practicable.
- l. Any representations in response must be served within **14 days after that**.
- Expert evidence** (Criminal Procedure Rules, rr.19.3, 19.4)
- m. If either party relies on expert evidence, the directions below apply.
- (i) The expert's report must be served within **28 days**.*
- (ii) A party who wants that expert to attend the trial must give notice within **7 days after (i)**.*
- (iii) A party who relies on expert evidence in response must serve it within **14 days after (ii)**.*
- (iv) There must be a meeting of experts under rule 19.6 within **14 days after (iii)**.*
- (v) The parties must notify the court **immediately after (iv)** if the length of the trial is affected by the outcome of the meeting.*
- Hearsay evidence** (Criminal Procedure Rules, rr.20.2, 20.3)
- n. The prosecutor must serve any notice to introduce hearsay evidence within **28 days**.
- o. The defendant must serve any notice to introduce hearsay evidence as soon as reasonably practicable.
- p. Any application to determine an objection to hearsay evidence must be served within **14 days of service** of the notice or evidence.
- Bad character evidence** (Criminal Procedure Rules, rr.21.2, 21.3, 21.4)
- q. The prosecutor must serve any notice to introduce evidence of the defendant's bad character within **28 days**.
- r. Any application to determine an objection to that notice must be served within **14 days after that**.
- s. Any application to introduce evidence of a non-defendant's bad character must be served within **14 days** of prosecution disclosure.
- t. Any notice of objection to that evidence must be served within **14 days after that**.
- Previous sexual behaviour evidence** (Criminal Procedure Rules, rr.22.2, 22.3, 22.4, 22.5)
- u. The defendant must serve any application for permission to introduce evidence of a complainant's previous sexual behaviour within **28 days** of prosecution disclosure.
- v. The prosecutor must serve any representations in response within **14 days after that**.
- Point of law, including abuse of process etc.** (Criminal Procedure Rules, rr.3.3, 3.12)
- w. Any skeleton argument must be served at least **14 days before the trial**.*
- x. Any skeleton argument in reply must be served within **7 days after that**.*
- Trial readiness** (Criminal Procedure Rules, rr.3.3, 3.12)
- y. The parties must certify readiness for trial at least **14 days before the trial**,* confirming that witnesses due to give evidence in person will do so and confirming the trial time estimate.

May 2021

Llys Ieuencid

Rheolau Trefniadaeth Droseddol Rhan 1 a 3.

- Mae'r ffurflen hon yn:
 - casglu gwybodaeth am yr achos y bydd y llys ei hangen er mwyn trefnu treial effeithiol: Rheolau Trefniadaeth Droseddol 3.2 a 3.3
 - cofnodi cyfarwyddiadau'r y llys: Rheol Trefniadaeth Droseddol 3.5
- Ar ôl i'r llys roi cyfarwyddiadau am dreial, os:
 - bydd yr wybodaeth am yr achos yn newid, neu
 - eich bod yn meddwl fod angen cyfarwyddyd arallRhaid i chi ddweud wrth y llys ar unwaith: Rheolau Trefniadaeth Droseddol 1.2(1) a 3.12

- Os yw'r diffynnydd yn pledio'n ddieuog, a'i bod yn ofynnol gan y llys:
 - bydd rhaid i'r erlynydd lenwi Rhannau 1, 2 a 4
 - bydd rhaid i'r diffynnydd lenwi Rhannau 1, 3 a 4
 - bydd y llys yn cofnodi cyfarwyddiadau yn Rhan 5.
- Gweler hefyd y:*
 - nodiadau canllaw ar sut i ddefnyddio'r ffurflen hon
 - cyfarwyddiadau am gyfryngwyr a gwrandawriadau rheolau sylfaenol
 - terfynau amser safonol ar gyfer paratoi ar gyfer treial ar ddiwedd y ffurflen hon

Paratoi ar gyfer treial effeithiol

Gweler fanylion cyswllt y Llys yn: <https://www.gov.uk/chwilio-am-lys-neu-dribiwnlys>

| | |
|-----------|-----------|
| Cyfeiriad | Rhif Ffôn |
| E-bost | Ffacs |

Rhan 1: i'w llenwi gan yr erlynydd a'r diffynnydd (neu gynrychiolydd y diffynnydd)

| | | |
|---|--------------------------------------|--------------------------|
| Y diffynnydd | | |
| Trosedd(au) | | |
| URN Yr Heddlu / GEG | Dyddiad y gwrandawriad cyntaf | |
| 1 | Manylion cyswllt yr erlyniad | |
| Yr awdurdod erlyn | | Rhif Ffôn |
| | E-bost | |
| | Pwynt cyswllt ar gyfer yr achos hwn: | |
| 2 | Manylion cyswllt y diffynnydd | |
| Y diffynnydd | Cyfeiriad | Ffôn |
| | | Ffôn Symudol |
| | E-bost | |
| 3 | Cynrychiolydd y Diffynnydd** | |
| Dim cynrychiolydd cyfreithiol NEU | | <input type="checkbox"/> |
| Cynrychiolaeth: ganiatáu | cymorth cyfreithiol wedi'i | <input type="checkbox"/> |
| Cynrychiolydd y diffynnydd i lenwi'r rhan hon cyfreithiol | gwnaed cais am gymorth | <input type="checkbox"/> |

*Mae'r ffurflen hon a'r nodiadau a'r cyfarwyddiadau hynny yn: <https://www.gov.uk/government/publications/preparation-for-trial-in-a-magistrates-court>.

**Mae hyn yn golygu cynrychiolydd cyfreithiol y diffynnydd ar gyfer y treial cyfan, nid unigolyn a benodir yn unig i groesholi tyst o dan Rheolau Trefniadaeth Droseddol Rhan 23.

breifat

Cyfreithiwr
(Cyfreithwy
r) /
cwmni

| | |
|--------------------------------------|------------------|
| | Rhif Ffôn Cyf |
| E-bost | |
| Cyfeiriad | |
| Pwynt cyswllt ar gyfer yr achos hwn: | |

3A Rhiant neu warcheidwad y Diffynnydd

Enw

| | |
|--------------------------|-----------|
| | Rhif Ffôn |
| Perthynas â'r diffynnydd | |
| Cyfeiriad | |
| E-bost | |

3B Awdurdod lleol sy'n gyfrifol am y diffynnydd

A yw'r diffynnydd yn blentyn sy'n derbyn gofal?

 Ydy Nac ydy

Awdurdod

| | |
|---|------------------|
| | Rhif Ffôn Cyf |
| Cyfeiriad | |
| E-bost | |
| Swyddog cyfrifol / gweithiwr cymdeithasol | |

Rhan 2: i'w llenwi gan yr erlynydd**4 Gwybodaeth rheoli achos****4.1 Tystiolaeth**

A yw'r erlynydd yn bwriadu cyflwyno rhagor o dystiolaeth?

 Ydy Nac ydy

Os ydy, rhowch fanylion:

4.2 Datgelu deunyddiau yr erlyniad nas defnyddiwyd

A gydymffurfiwyd â'r ddyletswydd ddatgelu cychwynnol o ran deunydd yr erlyniad nas defnyddiwyd?

 Do Naddo

Os do, pa bryd?

Os naddo, beth yw'r dyddiad disgwylidig ar gyfer cydymffurfio

4.3 Ymchwiliadau

A oes unrhyw ymholiadau neu ymchwiliadau yn dal i gael eu gwneud?

 Oes Nac oes

Os oes, rhowch fanylion (yn cynnwys amserlen debygol):

4.4 Deddf Caethwasiaeth Fodern

A oes unrhyw awgrym bod y diffynnydd wedi dioddef caethwasiaeth neu gamfanteisio?

 Oes Nac oes

Os oes, rhowch fanylion gan gynnwys dyddiad unrhyw gyfeiriad at y mecanwaith atgyfeirio cenedlaethol:

4.5 Achos yr erlyniad

Bydd yr erlyniad yn dibynnu ar: cyfaddefiadau'r diffynnydd mewn cyfweliad

| | |
|--|--------------------------|
| Ticiwch / dileer fel y bo'n briodol methiant y diffynnydd i sôn am ffeithiau yn y cyfweiliad | <input type="checkbox"/> |
| [crynodeb] [cofnod] o gyfweiliad y diffynnydd | <input type="checkbox"/> |
| tystiolaeth arbenigol | <input type="checkbox"/> |
| tystiolaeth achlust | <input type="checkbox"/> |
| tystiolaeth cymeriad gwael | <input type="checkbox"/> |
| tystiolaeth [CCTV] [wedi'i chofnodi'n electronig] | <input type="checkbox"/> |
| [diagram] [map braslunio] [lluniau] | <input type="checkbox"/> |

4.6 Offer arddangos

Pa gyfarpar (cyswllt byw/ chwaraewr DVD neu gyfrwng arall, ayyb) y bydd ei angen ar yr erlynydd yn ystafell llys y treial?

Rhaid i'r erlynydd sicrhau y gellir chwarae unrhyw DVD neu gyfrwng electronig arall yn yr ystafell llys.

4.7 Pwyntiau cyfreithiol

A yw'r erlynydd yn rhagweld ar hyn o bryd y bydd yr achos yn cynnwys pwynt o gyfraith a / neu ffaith sy'n gymhleth, yn newydd neu'n anarferol? Os felly, beth?

Ydy Nac ydy

5 Ceisiadau am gyfarwyddiadau

5.1 Tyst yr erlyniad angen cymorth, mesurau arbennig, ac ati.

A oes unrhyw ofynion o ran tystion yr erlyniad a all wneud mesurau arbennig, addasiadau rhesymol neu gymorth arall yn briodol? Os oes, rhowch fanylion yn rhan 4.

Oes Nac oes

5.2 Rheolau sylfaenol ar gyfer cwestiynu

A yw'r erlynydd yn dymuno i'r llys drefnu trafodaeth am reolau sylfaenol ar gyfer holi? *Os penodir cyfryngwr, rhaid i'r llys drafod rheolau sylfaenol â'r cyfryngwr a'r eiriolwyr. Gall trafodaeth fod o gymorth mewn achosion eraill.*

Ydy Nac ydy

5.3 Amrywio cyfarwyddiadau safonol

A yw'r erlynydd yn dymuno i'r llys amrywio'r terfyn amser safonol ar gyfer paratoi ar gyfer treial neud wneud unrhyw gyfarwyddyd arall? Os ydy, rhowch fanylion:

Ydy Nac ydy

Rhan 3: i'w llenwi gan y diffynnydd (neu gynrychiolydd y diffynnydd)

6 Cyngor ynghylch pledio ac absenoldeb

Credyd am bledio'n euog; treial mewn absenoldeb

A yw'r diffynnydd yn deall:

(a) y caiff ef neu hi gredyd am bledio'n euog?

Ydy Nac ydy

*Gallai ple 'euog' effeithio ar y ddedfryd ac unrhyw orchymyn am gostau
Os nad yw'r diffynnydd wedi cyflawni trosedd o'r blaen, gall y llys wneud
gorchymyn atgyfeirio os bydd ple euog.*

(b) y gall y treial fynd rhagddo hyd yn oed os nad yw'n bresennol?

Ydy Nac ydy

Rheolau Trefniadaeth Droseddol, rheol 24.12

7 Ple euog rannol neu wahanol

7.1 Pleon cymysg

Os oes mwy nag un drosedd yn cael ei honni, a yw'r troseddwr am bledio'n euog i unrhyw rai ohonynt?

Ydy Nac ydy

Os ydyw, pa drosedd(au)?

Amherthnasol

7.2 Sail y ple

A yw'r diffynnydd am bledio'n euog, ond nid ar sail y ffeithiau a honnir?

Ydy Nac ydy

Os ydyw, rhaid rhoi nodyn ysgrifenedig i'r llys o'r ffeithiau y mae'r diffynnydd eisiau pledio'n euog iddynt.

- 7.3 **Trosedd wahanol**
A yw'r diffynnydd am bleidio'n euog, ond i drosedd wahanol?
Os yw, pa drosedd? Ydy Nac ydy

8 Gwybodaeth rheoli achos

Dylai manylion cychwynnol achos yr erlyniad fod wedi'u cyflwyno: Rheol Trefniadaeth Droseddol 8.2 Diben cwestiynau 8.1, 8.2, 8.3 ac 8.4 yw helpu'r llys i ddarganfod beth yr anghytunir arno a rhoi cyfarwyddiadau priodol ar gyfer y treial. Ticiwch a rhowch fanylion fel y bo'n briodol.

8.1 (a) presenoldeb

Roedd y diffynnydd yn bresennol yn y man lle digwyddodd y drosedd honedig

- Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(b) Wedi bod yn rhan o rywbeth

Bu i'r diffynnydd [[ymgymryd â'r]] [gymryd rhan yn yr] ymddygiad a honnir [gyrru'r cerbyd]

- Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(c) anaf / colled / difrod

[Natur yr anaf] [graddau'r golled neu'r difrod] a honnir gan yr erlyniad

- Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(d) adnabod

Cafodd y diffynnydd ei adnabod yn gywir

- Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(e) arestio cyfreithlon

Cafodd y diffynnydd ei arestio'n gyfreithlon

- Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(f) cyfweliad

Mae'r [crynodeb] [cofnod] o gyfweliad y diffynnydd yn gywir

- Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(g) olion bysedd / DNA

Tystiolaeth [ôl bysedd] [DNA]

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os oes testun anghydfod, eglurwch yr hyn sy'n destun anghydfod drwy gyfeirio at y crynodeb tystiolaeth arbenigol:

(h) tystiolaeth wyddonol

Tystiolaeth [feddygol] [adnabod cyffur] [wyddonol arall] yr erlyniad

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os oes testun anghydfod, eglurwch yr hyn sy'n destun anghydfod drwy gyfeirio at y crynodeb tystiolaeth arbenigol:

(i) y weithdrefn profi am alcohol / cyffuriau

Cafodd y drefn profi am [alcohol] [cyffuriau] ei gweithredu'n gywir

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(j) gwaharddiad / gorchymyn llys (e.e. gorchymyn atal)

Roedd y diffynnydd [wedi'i wahardd rhag gyrru] [yn destun y gorchymyn llys honedig] ar adeg y drosedd honedig

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(k) dilyniant

Cafodd arddangosion a samplau eu casglu a'u danfon fel y nodwyd gan yr erlyniad (h.y. dilyniant)

Ni wrthwynebir. Gwrthwynebir. Amherthnasol

yn yr achos hwn

Os gwrthwynebir, eglurwch beth sy'n destun anghydfod:

(i) amddiffyniad(au) a ragwelir - Ticiwch fel y bo'n briodol

Mae'r diffynnydd yn debygol o ddibygnu ar:

Hunanamddiffyn

esgus rhesymol

caethwasiaeth neu

gamfanteisio

amddiffyniad statudol arall

Os oes unrhyw awgrym bod y diffynnydd wedi dioddef caethwasiaeth neu gamfanteisio, rhowch fanylion gan gynnwys dyddiad unrhyw gyfeiriad at y mecanwaith atgyfeirio cenedlaethol. Os rhagwelir unrhyw amddiffyniad arall, rhowch amlinelliad.

NEU - Amherthnasol yn yr achos hwn

8.2

Cyfaddefiadau

A ellir cofnodi unrhyw ffeithiau nad ydynt yn destun anghydfod mewn cyfaddefiad ysgrifenedig?

Gallai allai

Na

Os oes, bydd cyfaddefiad ysgrifenedig a wnaed gan y diffynnydd a'r erlynydd [wedi'i nodi yma ac wedi'i lofnodi ar ddiwedd y ffurflen hon] [wedi'i atodi] [yn cael ei chyflwyno'n ddiweddarach].
Gellir cyfaddef i ffeithiau diamheuol drwy gyfeirio at ddatganiad a dderbynnir ym mharagraff 8.1, e.e. "Rwy'n cyfaddef 8.1(a)ac (e)." Mae ffeithiau a chyfaddefir yn dystiolaeth: Rheol Trefniadaeth Droseddol rheol 24.6 a Deddf Cyfiawnder Troseddol 1967, a.10

8.3 Materion

Beth yw'r materion go iawn yn yr achos hwn? Eglurwch:

(a) pa ffeithiau penodol sy'n destun anghydfod, os o gwbl, yn ogystal â'r rhai a nodir ym mharagraff 8.1?

(b) pa faterion cyfreithiol sy'n destun anghydfod, os o gwbl?

8.4 Pwyntiau o'r gyfraith

A yw'r diffynnydd yn rhagweld ar hyn o bryd y bydd yr achos yn cynnwys pwynt o gyfraith a / neu ffaith sy'n gymhleth, yn newydd neu'n anarferol? Os felly, beth?

Ydy Nac ydy

8.5 Datganiad amddiffyn

A yw'r diffynnydd yn bwriadu rhoi datganiad amddiffyn? *Rhywbeth gwirfoddol yw rhoi datganiad amddiffyn, ond os rhoddir un rhaid iddo gynnwys yr wybodaeth a gasglwyd ym mharagraffau 8.1 ac 8.3 a rhaid iddo hefyd gynnwys manylion am ffeithiau y mae'r amddiffyniad yn dibynnu arnynt.*

Ydy Nac ydy

8.6 Offer arddangos

Pa gyfarpar (cyswllt byw/ chwaraewr DVD neu gyfrwng arall, ayyb) y bydd ei angen ar y diffynnydd yn ystafell llys y treial? *Rhaid i'r diffynnydd sicrhau y gellir chwarae'r tâp/DVD yn yr ystafell llys.*

9 Ceisiadau am gyfarwyddiadau

9.1 Amrywio'r cyfarwyddiadau safonol

A yw'r diffynnydd yn dymuno i'r llys amrywio'r terfyn amser safonol ar gyfer paratoi ar gyfer treial neud wneud unrhyw gyfarwyddyd arall?

Os ydy, rhowch fanylion:

Ydy Nac ydy

9.2 Diffynnydd neu dyst yr amddiffyniad sydd angen cymorth, mesurau arbennig ac ati.

A oes unrhyw ofynion o ran unrhyw ddiffynnydd neu dystion yr erlyniad a all wneud mesurau arbennig, addasiadau rhesymol neu gymorth arall yn briodol? Os oes, rhowch fanylion yn rhan 4.

Oes Nac oes

9.3 Rheolau sylfaenol ar gyfer cwestiynu

A yw'r diffynnydd yn dymuno i'r llys drefnu trafodaeth am reolau sylfaenol ar gyfer holi? *Os penodir cyfryngwr, rhaid i'r llys drafod rheolau sylfaenol â'r cyfryngwr a'r eiriolwyr. Gall trafodaeth fod o gymorth mewn achosion eraill.*

Ydy Nac ydy

Rhannau 2 a 3, parhad: Gwybodaeth ychwanegol

Gallwch gofnodi gwybodaeth ychwanegol yn y blwch hwn, neu barhau ag ateb yr ydych wedi'i ddechrau uchod

Rhan 4: i'w llenwi gan yr erlynydd, y diffynnydd (neu gynrychiolydd y diffynnydd) a'r llys

10 Tystion yr Erlyniad. *Rhaid i chi ddweud wrth y llys ar unwaith* os bydd yr wybodaeth hon yn newid: Rheolau Trefniadaeth Droseddol 1.2(1) a 3.12

| Enw'r tyst | Yr erlynydd i'w llenwi | | | | Y diffynnydd i'w llenwi | I'w llenwi gan y ddau barti | | I'r llys | | |
|------------|--------------------------|---|---|---|---|--|--------------------------|----------|-----------------------------------|--|
| | Ticiwch os o dan 18 | Os cynhelir y treial yng Nghymru Ticiwch os yw'r tyst yn dymuno rhoi ei dystiolaeth yn Gymraeg | laith arall (ieithoedd eraill) - A oes angen cyfieithydd? Os oes, ar gyfer pa iaith a thafodiaith | A oes angen mesurau arbennig neu fesurau eraill? Os hynny, nodwch.** | Pa fater sy'n destun anghydfod yn yr achos sy'n ei wneud yn angenrheidiol bod y tyst yn rhoi dystiolaeth yn bersonol? | Ticiwch os cynigir i'r tyst fod yn bresennol | E | A | Ticiwch os bydd angen cyswllt byw | Tystiolaeth i'w darllen ('R) neu amser sydd ei angen ar gyfer pob tyst <i>EinC? Croesholi</i> |
| 1) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 4) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 5) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 6) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

11 Tystion yr Amddiffyniad a ddisgwylir. *Rhaid i chi ddweud wrth y llys ar unwaith* os bydd yr wybodaeth hon yn newid: Rheolau Trefniadaeth Droseddol 1.2(1) a 3.12

| Enw'r tyst | Y diffynnydd i'w llenwi | | | | Pam ei fod yn angenrheidiol bod y tyst yn rhoi dystiolaeth yn bersonol? | I'w llenwi gan y ddau barti | | I'r llys | |
|------------|-------------------------|---|---|---|---|--|---|----------|-----------------------------------|
| | Ticiwch os o dan 18 | Os cynhelir y treial yng Nghymru Ticiwch os yw'r tyst yn dymuno rhoi ei dystiolaeth yn Gymraeg | laith arall (ieithoedd eraill) - A oes angen cyfieithydd? Os oes, ar gyfer pa iaith a thafodiaith | A oes angen mesurau arbennig neu fesurau eraill? Os felly, nodwch.** | | Ticiwch os cynigir i'r tyst fod yn bresennol | A | E | Ticiwch os bydd angen cyswllt byw |

Enw'r diffynnydd:

| | | | | | | | | | | |
|-----|--------------------------|--------------------------|--|--|--|--------------------------|--------------------------|--------------------------|--|--|
| 1)* | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 2) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

*Os yw'r diffynnydd yn debygol o roi tystiolaeth, rhestrwch ef neu hi fel y tyst cyntaf a ragwelir dros yr amddiffyniad. **Mae mesurau arbennig neu fesurau eraill yn gallu cynnwys sgriniau, rhoi tystiolaeth drwy gyswllt byw neu'n breifat, tystiolaeth wedi'i recordio gan beiriant fideo, cyfryngwr, seibiannau wrth holi neu fesurau eraill i ddarparu ar gyfer anabledd. Gallant olygu y bydd angen mwy o amser ar gyfer y tyst. Mewn rhai achosion, mae'n bosibl na chaniateir i'r diffynnydd groesholi tyst dros yr erlyniad.

Enw'r diffynnydd:

Hyd amcanol y treial:

oriau: munudau

Gan gynnwys tystiolaeth a chyflwyniadau:

Trafodaethau a phenderfyniad:

Rhaid ystyried amserlen fanwl ar gyfer y treial a'i hatodi os bydd angen: Rheolau Trefniadaeth Droseddol 3.8 a 3.13

Llofnod:

Yr Erlyniad:

Yr Amddiffyniad:

Y Llys:

Cwblhawyd ar:

(dyddiad)

Cyfarwyddiadau ar gyfer adroddiad y cyfryngwr a rheolau sylfaenol.

Adroddiad y cyfryngwr Rheol Trefniadaeth Droseddol 18.32

- a. Adroddiad y cyfryngwr i'w gyflwyno i'r llys erbyn: (dyddiad)
b. Bydd y llys yn penderfynu ar y cais am gyfryngwr erbyn: (dyddiad)

Gwrandawriad rheolau sylfaenol Rheol Trefniadaeth Droseddol 3.9

- c. Bydd y llys yn trafod rheolau sylfaenol ar gyfer holi ar: (dyddiad)
Os penodir cyfryngwr ar gyfer tyst neu ar gyfer y diffynnydd, rhaid i'r llys drafod y rheolau sylfaenol ar gyfer holi â'r cyfryngwr a'r eiriolwyr cyn i'r tyst neu ddiffynnydd roi tystiolaeth. Rhaid caniatáu digon o amser ar gyfer hyn.

Rheolau sylfaenol: tyst(ion) Rheolau Trefniadaeth Droseddol 3.8(7), 3.9

- d. Bydd y rheolau sylfaenol canlynol yn berthnasol ar gyfer holi (enw(au)'r tyst(ion)):
(a) iaith glir a syml i'w defnyddio;
(b) dim cwestiynau wedi'u tagio;
(c) dim cwestiynau lluosog;
(ch) dim cwestiynau i'w hailadrodd oni bai nad oes rhywun wedi eu clywed neu heb eu deall;
(d) rhaid rhoi caniatâd i'r tyst ateb un cwestiwn cyn gofyn cwestiwn arall;
(dd) cwestiynau i'w gofyn wrth groesholi, i'w cyflwyno erbyn: (dyddiad)
(g) rheolau sylfaenol eraill:

Rheolau sylfaenol: diffynnydd Rheolau Trefniadaeth Droseddol 3.8(7), 3.9

- e. Bydd y rheolau sylfaenol canlynol yn berthnasol ar gyfer holi'r diffynnydd:
(a) iaith glir a syml i'w defnyddio;
(b) dim cwestiynau wedi'u tagio;
(c) dim cwestiynau lluosog;
(ch) dim cwestiynau i'w hailadrodd oni bai nad oes rhywun wedi eu clywed neu heb eu deall;
(d) rhaid rhoi caniatâd i'r diffynnydd ateb un cwestiwn cyn gofyn cwestiwn arall;
(dd) cwestiynau i'w gofyn wrth groesholi, i'w cyflwyno erbyn: (dyddiad)
(g) rheolau sylfaenol eraill:

Terfynau amser safonol ar gyfer paratoi ar gyfer treial

*Gall y llys amrywio unrhyw un o'r terfynau amser hyn. Nid yw terfynau amser a nodwyd â seren * wedi'u rhagnodi mewn rheolau neu mewn deddfwriaeth arall.*

Y cyfanswm amser sy'n ofynnol i gydymffurfio â'r holl derfynau amser hyn yw 6 wythnos (9 wythnos os yw paragraff m yn berthnasol)

- Cyfaddefiadau ysgrifenedig** (Rheolau Trefniadaeth Droseddol, rheol 24.6; Deddf Cyfiawnder Troseddol 1967, a.10)
- a. Rhaid i'r partïon gyflwyno unrhyw gyfaddefiadau ysgrifenedig o ffeithiau y cytunir arnynt o fewn **14 diwrnod**.*
- Datganiad amddiffyn** (Rheolau Trefniadaeth Droseddol, rheol 15.4; Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, a.6)
- b. Rhaid cyflwyno unrhyw ddatganiad amddiffyn o fewn **14 diwrnod** wedi i'r erlynydd gydymffurfio â'r ddyletswydd ddatgelu gychwynnol.
- Tystion yr amddiffyniad** (Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, a.6C)
- c. Rhoi gwybod am enwau tystion yr amddiffyniad ayyb o fewn **14 diwrnod** wedi i'r erlynydd gydymffurfio â'r ddyletswydd ddatgelu gychwynnol.
- Cais am ddatgeliad** (Rheolau Trefniadaeth Droseddol, rheol 15.5 Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, a.8)
- d. Rhaid i'r diffynnydd gyflwyno unrhyw gais am orchymyn i'r erlyniad ddatgelu cyn gynted ag y bo'n rhesymol ymarferol ar ôl i'r erlynydd gydymffurfio â'r ddyletswydd wreiddiol i ddatgelu.* *O dan a.8 Deddf Gweithdrefn ac Ymchwiliadau Troseddol 1996, ni ellir gwneud cais o'r fath oni bai bod datganiad yr amddiffyniad wedi'i gyflwyno.*
- e. Rhaid i'r erlynydd gyflwyno unrhyw sylwadau mewn ymateb o fewn **14 diwrnod** ar ôl hynny.
- Datganiadau gan dystion** (Rheolau Trefniadaeth Droseddol, rheol 16.4; Deddf Cyfiawnder Troseddol 1967, a.9)
- f. Rhaid i'r diffynnydd gyflwyno unrhyw ddatganiad gan dystion yr amddiffyniad sydd i gael eu darllen yn y treial o leiaf **14 diwrnod cyn y treial**.*
- g. Rhaid gwneud unrhyw wrthwynebiad i ddatganiad gan dyst gael ei ddarllen yn y treial o fewn **7 diwrnod i'r datganiad gael ei gyflwyno**. *Nid yw hyn yn berthnasol i'r datganiadau a restrir yn Rhan 4.*
- Mesurau i helpu tyst neu ddiffynnydd i roi tystiolaeth** (Rheolau Trefniadaeth Droseddol, rheolau 18.3, 18.13, 18.17, 18.22, 18.26)
- h. Rhaid i unrhyw gais [pellach] am fesurau arbennig neu fesurau eraill gael ei gyflwyno o fewn **28 diwrnod**.
- i. Rhaid i unrhyw sylwadau mewn ymateb gael eu cyflwyno o fewn **14 diwrnod ar ôl hynny**.
- Croesholi lle nad yw'r diffynnydd yn cael ei gynrychioli** (Rheolau Trefniadaeth Droseddol, rheolau 23.2, 23.4, 23.7)
- j. Rhaid i'r diffynnydd gyflwyno rhybudd am unrhyw gynrychiolydd a benodir i groesholi o fewn **7 diwrnod**.
- k. Rhaid i'r erlynydd gyflwyno unrhyw gais i wahardd croesholi gan y diffynnydd yn bersonol cyn gynted ag sy'n rhesymol ymarferol.
- l. Rhaid i unrhyw sylwadau mewn ymateb gael eu cyflwyno o fewn **14 diwrnod ar ôl hynny**.
- Tystiolaeth arbenigol** (Rheolau Trefniadaeth Droseddol, rheolau 19.3, 19.4)
- m. Os bydd y naill barti neu'r llall yn dibynnu ar dystiolaeth arbenigol, bydd y cyfarwyddyd isod yn berthnasol.
- (i) Rhaid i adroddiad yr arbenigwr gael ei gyflwyno o fewn **28 diwrnod**.*
- (ii) Rhaid i barti sydd am i'r arbenigwr hwnnw fod yn bresennol yn y treial roi rhybudd o fewn **7 diwrnod ar ôl (i)**.*
- (iii) Rhaid i barti sy'n dibynnu ar dystiolaeth arbenigol mewn ymateb ei chyflwyno o fewn **14 diwrnod ar ôl (ii)**.*
- (iv) Rhaid cael cyfarfod o arbenigwyr dan reol 19.6 o fewn **14 diwrnod ar ôl (iii)**.*
- (v) Rhaid i'r partïon hysbysu'r llys yn **ddi-oed ar ôl (iv)** os bydd canlyniad y cyfarfod yn effeithio ar hyd y treial.*
- Tystiolaeth achlust** (Rheolau Trefniadaeth Droseddol, rheolau 20.2, 20.3)
- n. Rhaid i'r erlynydd gyflwyno unrhyw rybudd i gyflwyno tystiolaeth achlust o fewn **28 diwrnod**.
- o. Rhaid i'r diffynnydd gyflwyno unrhyw rybudd i gyflwyno tystiolaeth achlust cyn gynted ag sy'n rhesymol ymarferol.
- p. Rhaid i unrhyw gais i benderfynu ar wrthwynebiad i dystiolaeth achlust gael ei gyflwyno o fewn **14 diwrnod i gyflwyno'r rhybudd neu'r dystiolaeth**.
- Tystiolaeth o gymeriad drwg** (Rheolau Trefniadaeth Droseddol, rheolau 21.2, 21.3, 21.4)
- q. Rhaid i'r erlynydd gyflwyno unrhyw rybudd i gyflwyno tystiolaeth o gymeriad drwg y diffynnydd o fewn **28 diwrnod**.
- r. Rhaid i unrhyw gais i benderfynu ar wrthwynebiad i'r rhybudd hwnnw gael ei gyflwyno o fewn **14 diwrnod ar ôl hynny**.
- s. Rhaid i unrhyw gais i gyflwyno tystiolaeth am gymeriad drwg rhywun ar wahân i ddiffynnydd gael ei gyflwyno o fewn **14 diwrnod** i ddatgeliad yr erlyniad.
- t. Rhaid i unrhyw rybudd am wrthwynebiad i'r dystiolaeth honno gael ei gyflwyno o fewn **14 diwrnod ar ôl hynny**.
- Tystiolaeth am ymddygiad rhywiol blaenorol** (Rheolau Trefniadaeth Droseddol, rheolau 22.2, 22.3, 22.4, 22.5)
- u. Rhaid i'r diffynnydd gyflwyno unrhyw gais am ganiatâd i gyflwyno tystiolaeth am ymddygiad rhywiol blaenorol achwynydd o fewn **28 diwrnod** i ddatgeliad yr erlyniad.
- v. Rhaid i'r erlynydd gyflwyno unrhyw sylwadau mewn ymateb o fewn **14 diwrnod ar ôl hynny**.
- Pwynt o'r gyfraith, gan gynnwys camddefnyddio proses ac ati** (Rheolau Trefniadaeth Droseddol, rheolau 3.3, 3.12)
- w. Rhaid i unrhyw ddadl fframwaith gael ei chyflwyno o leiaf **14 diwrnod cyn y treial**.*
- x. Rhaid i unrhyw ddadl fframwaith mewn ymateb gael ei chyflwyno o fewn **7 diwrnod ar ôl hynny**.*
- Parodrwydd ar gyfer treial** (Rheolau Trefniadaeth Droseddol, rheolau 3.3, 3.12)
- y. Rhaid i'r partïon dystio eu bod yn barod ar gyfer treial o leiaf **14 diwrnod cyn y treial**,* gan gadarnhau pa dystion fydd yn rhoi tystiolaeth yn bersonol a'r amcangyfrif o hyd y treial.

