

# HOW TO USE THE ONLINE PTPH FORM



**The ONLINE PTPH form will be available for use from 10 March 2016**

## **Introduction and Guidance December 2015**

This guidance is supplemental to the PTPH Introduction and Guidance Notes updated in December 2015. That document outlines the elements of BCM and the principles behind the PTPH and can be found on the MoJ forms site here <https://www.justice.gov.uk/courts/procedure-rules/criminal/forms-2015>

Guidance on how to use the PTPH form within the DCS can be found at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506930/crown-court-digital-case-system-user-guide-manage-pre-trial-preparation-form.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506930/crown-court-digital-case-system-user-guide-manage-pre-trial-preparation-form.pdf)

## **What is changing**

The new form will be much easier to use, particularly in multi-defendant cases, and the opportunity has been taken to draw on the experiences of the early adopters to re-order and improve the form. The key changes are:

- The online form does not need to be downloaded and uploaded. Parties and the court can complete information within the DCS – even simultaneously.
- The form can be auto-populated with information from the CPS computers improving speed and accuracy.
- Some more information is required from the parties – this reflects issues that arose with the early adopters.
- The court's section has been re-ordered the better to reflect the sequence of events during a PTPH. Some of the standard orders have been revised and additional orders added following requests from the early adopters. These are explained in more detail below.

## **What about non-DCS courts or non-DCS prosecutors?**

Although non-DCS courts will not be able to use the online form the CPS will put into use the revised format in place of the original. Non-CPS prosecutors, such as local authorities, will need to use the revised PTPH form available from the Ministry of Justice website at <https://www.justice.gov.uk/courts/procedure-rules/criminal/forms-2015> or links there and circulate it by email. The site provides forms for up to 10 defendants. The revised form is generally referred to as the ONLINE form to distinguish it from the original PTPH form.

## **What about defendants**

Defendants in person will not have access to the DCS. It follows that the CPS and other prosecutors will serve papers (including a part complete PTPH form) on paper.

The court will complete the online PTPH form with the orders and print a

## PTPH – HOW TO USE THE ONLINE FORM

**in person?** copy for defendants in person.

### **How to use the Online form**

Users of the DCS will be familiar with the green menu of buttons. When the online PTPH form is available you will find a green button labelled PTPH. Click on that to bring up an editable PTPH screen. This has the same information as the "paper" form but is formatted differently to assist with online completion.

The Prosecutor will populate the prosecution information 7 days before the hearing. For the CPS this will involve completing the PTPH form in the CPS computer and uploading it into the PTPH section on DCS at which point the green PTPH button will become functional. This transfer of information will insert the names of the prosecution witnesses into the witness list in the parties section and the judge's section. In a multi-defendant case the form will be tailored to the number of defendants. (Non-DCS prosecutors will circulate a form tailored to the number of defendants by email).

Each defence representative should complete their information by two days before the hearing although changes can be made up to and during the hearing.

The court will complete the orders section including the stage dates.

At the end of the hearing the form – with its orders will be fixed as that represents the orders made by the court at that hearing.

There is a button on the editable PTPH screen that enables the user to download it as a PDF document and keep it in their own system. The finalized PTPH form will be viewable in the PTPH section of DCS and the PTPH Part 2 of the form will be viewable in the Judges' Orders section of the Bundle.

### **Emphasis on issues**

The experience of the early adopters is that time spent identifying the real issues in the case was worthwhile. Parties are expected to identify the issues in very broad terms at the Magistrates' sending hearings and rather more information is to be expected by the time the PTPH form is completed. This can then inform the discussion about witness requirements.

### **Witness Requirements**

Experience so far is that time spent sorting out the real witness requirements at PTPH is well worth while. It avoids a host of witnesses being warned when their evidence is not really in dispute and means that the witness warning teams can concentrate on those whose attendance is really necessary.

The revised form prompts and facilitates this examination with tables in the parties section and in the court's section.

## PTPH – HOW TO USE THE ONLINE FORM

**Parties:** The table in the parties section will be pre-populated with names of witnesses by the prosecutor. Each defendant will have to indicate those witnesses who are required to attend for cross examination (in which case an indication of the relevant disputed issue must be provided) and which witnesses are not disputed.

**The Court:** The court will complete a parallel table in the second section. This will already have been pre-populated with the same list of witnesses as in the parties section and the court can then confirm which witnesses are to be warned for trial. On the same table the court can conveniently make specific orders for those witnesses where these can be made without further formality.

Thus a court might make a special measures order by inserting SMEAS and providing details of the type – eg ABE and Screens. Other orders that might be made are for the use of satellite links, UK remote links or for witness summonses.

It remains the case that defendants must still submit a **Standard Witness Table** at Stage 2. The defence cannot be expected to provide final witness requirements before they have had a chance to consider the case as served at Stage 1. It will be the Standard Witness Table that finally determines the witnesses to be called at trial.

### **Other changes**

There are a range of other changes and additions. For example:

- There is provision for s.28 YJCEA 1999 hearings (pre-recorded cross-examination of vulnerable witnesses)
- The orders to identify issues with streamlined forensics and whether a full forensic report is needed have been improved.
- There are changes to the standard orders for vulnerable witnesses.
- Better provision is made for orders where fitness to plead is raised as an issue.
- More detailed orders are provided to address third party disclosure issues.
- There is provision for a judge, in an appropriate case, to direct the provision of, for example, an opening note, draft agreed facts or a jury bundle index.

### **Why is the form longer not shorter?**

The form is longer than before. Each change has been proposed from the experience of the early adopters and the subject of debate and no addition has been made without careful scrutiny.

It is recognised that the court will necessarily take some time to complete the form but that will provide clear written orders to take the case towards trial.

Some courts are still concerned that it is necessary to put in a date for each of the staged orders individually. Even before we have dates inserted

## PTPH – HOW TO USE THE ONLINE FORM

automatically users should keep in mind that inserting a single date for eg. Stage 1 applies to all the Stage 1 orders unless otherwise provided.

It assists the CPS if orders that are definitely able to be ruled out at PTPH are marked as such. This is because the CPS will be tracking all the directions in this section, unless otherwise indicated.

The response of the CPS, Investigators and Defence to the forms during the early adoption period has been extremely positive and it is clear that some time spent in court ensuing clear and clearly recorded orders is of immense value in securing accurate and timely compliance.

The form retains a fair amount of explanatory wording. The form is read and used by a range of people from experienced judges and advocates to clerical staff who may have limited knowledge of rules and procedures.

### **Why can't the PTPH orders be edited after the hearing ?**

There will be occasions when either prosecution or defence make justified applications, for example to extend time. Often those will be dealt with by adjusting the stage dates to accommodate the need for extra time or by making individual orders. Many would like to do that by editing the dates on the PTPH orders rather than by stand alone order. At this stage that cannot be done. The reason is that it would not be workable or practicable for the CPS or Defence solicitors to pick up the alterations from an edited PTPH form.

Therefore any order made subsequent to the PTPH (including variations to the PTPH orders) must be made as a separate stand alone order.

### **Making further Orders**

Any further orders must be prepared as a word document and entered into the "Orders" section

Where an order is made in the absence of the parties (such as an administrative order) and uploaded to the DCS the parties will need to be notified, usually by email, that the order has been made. (See CrimPR 4.6 on service).

### **The future**

The working and content of the online PTPH form will be under review. One revision already being considered is that within the ORDERS section the stage dates (based on the date of sending and whether a defendant is in custody or on bail) will be auto- populated, although it will be capable of being changed by the judge as necessary. It is also hoped that there will be a green ORDERS button similar to that for PTPH which will make it easier for the judge/court to post written orders.

Expect a 6 monthly review. Piecemeal changes are not realistic because of

## PTPH – HOW TO USE THE ONLINE FORM

the linkage between the DCS and other computer systems.

In the future the Common Platform project will provide more opportunity for linkage, for more electronic case management and monitoring, and for more sophisticated listing.

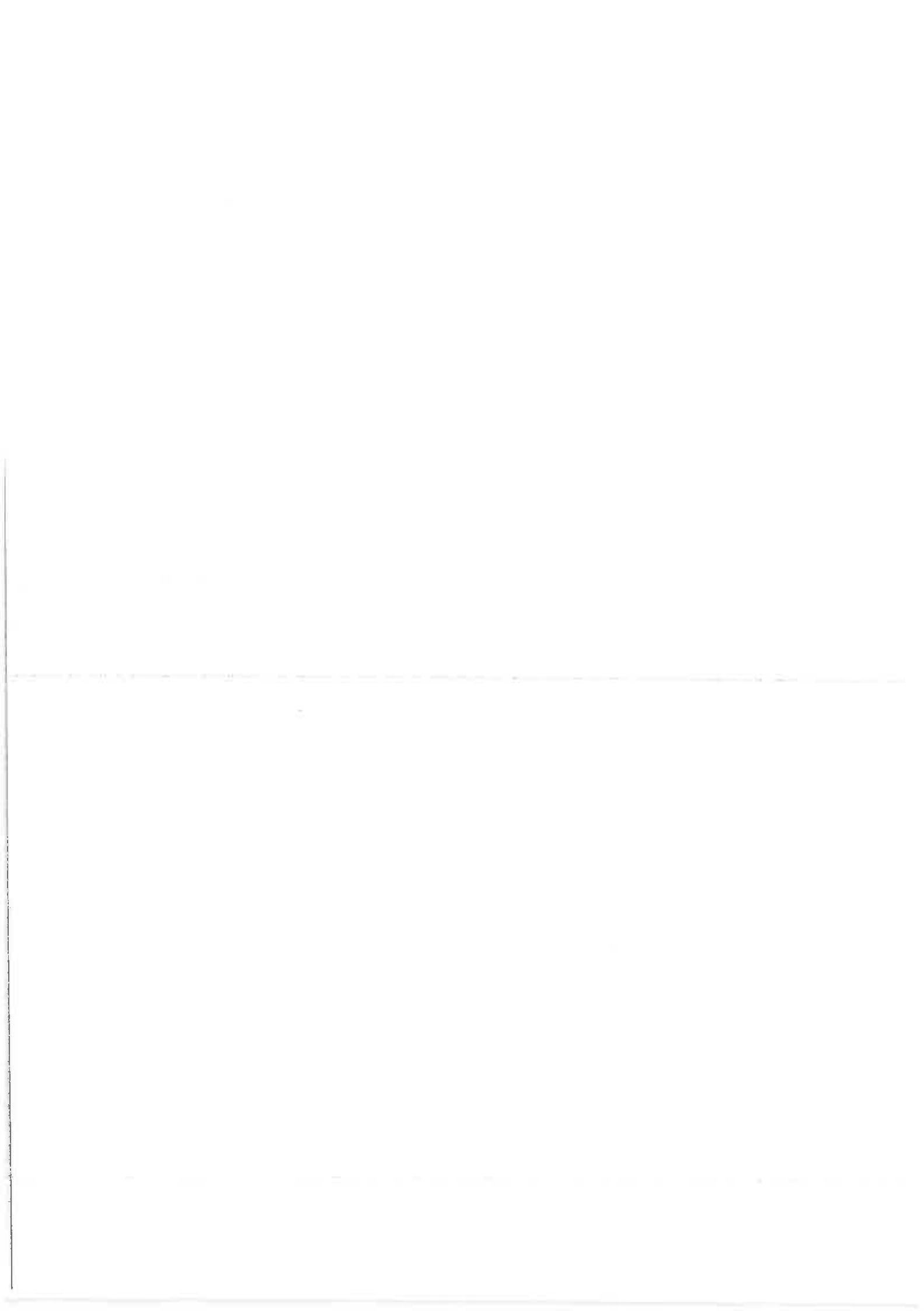
### **Improving the Form**

Court users who would like to propose adjustments to the form or to suggest additional, or re-phrased, standard directions are encouraged to make suggestions to [BCM.info@judiciary.gsi.gov.uk](mailto:BCM.info@judiciary.gsi.gov.uk).

Signed: Lord Chief Justice

Senior Presiding Judge

President



## Better Case Management (BCM) – Amendments to the Plea and Trial Preparation Hearing (PTPH) form

The revised **ONLINE** form (the text of which is attached at Annex A) will come into effect on

**Thursday 10 March 2016.**

This means that for DCS cases the revised ONLINE form will be used by the CPS uploading PTPH forms from 9<sup>th</sup> March. Therefore the first PTPH using the online form will be on **Thursday 17<sup>th</sup> March.**

There will be a transitional period during which forms uploaded before 9<sup>th</sup> March 2016 may continue to be used. Therefore PTPH forms uploaded onto the DCS before 9<sup>th</sup> March will be used in their previous format for the PTPH.

The new form will be much easier to use within the DCS, particularly in multi-defendant cases, and the opportunity has been taken to draw on the experiences of the early adopters to re-order and improve the form.

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- The court's section has been re-ordered the better to reflect the sequence of events during a PTPH. Some of the standard orders have been revised and additional orders added following requests from the early adopters.

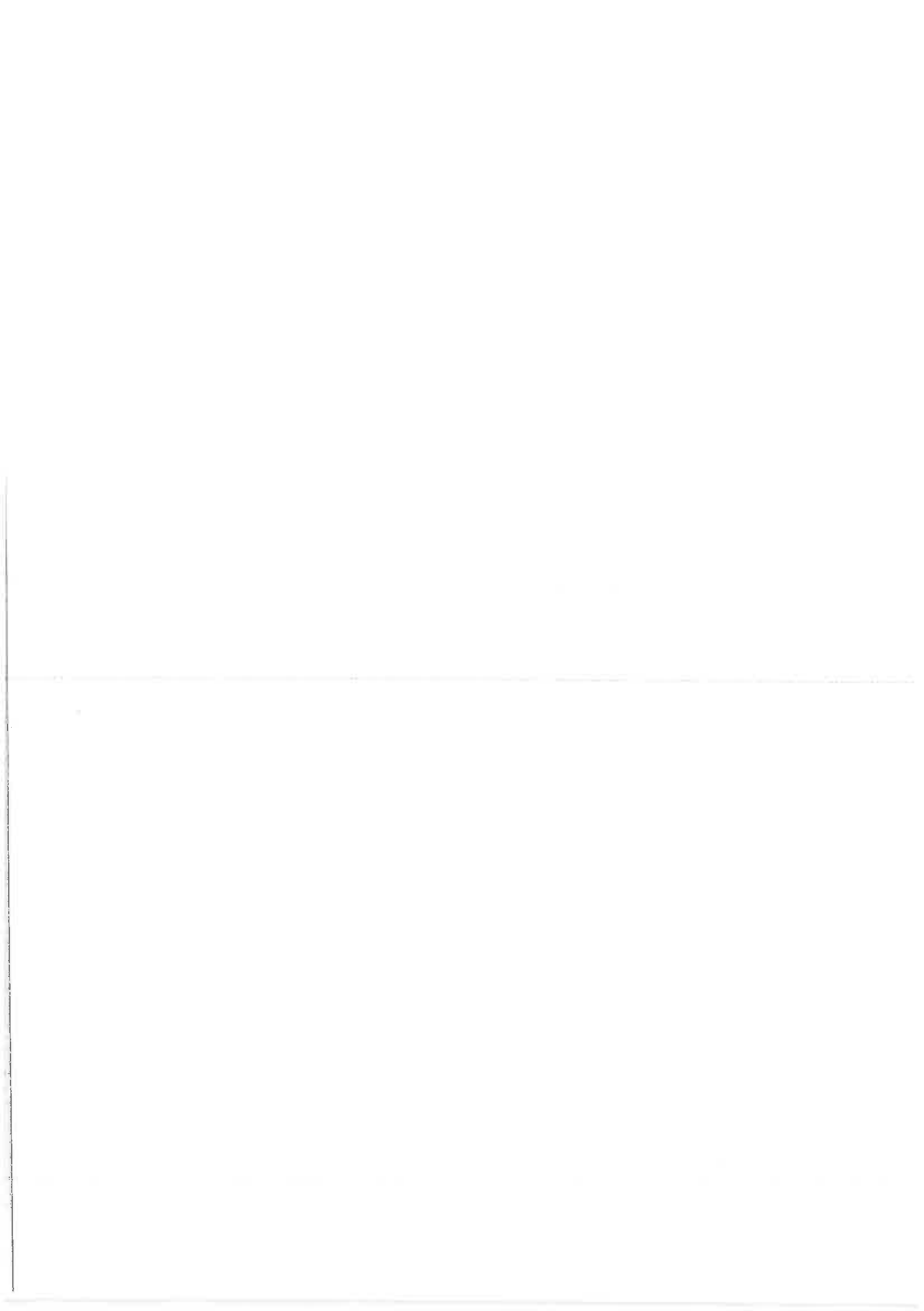
**The revised PTPH form is accompanied by revised guidance on the use of the ONLINE form (see Annex B).**

This guidance is supplemental to the PTPH Introduction and Guidance Notes updated in December 2015. That document outlines the elements of BCM and the principles behind the PTPH.

For non DCS courts, or non-DCS prosecutors, the PTPH form distributed from 16<sup>th</sup> March must be in the revised ONLINE version. There are 10 individual e.version forms to cater for up to 10 defendant multi handed cases. These versions have electronic functionality with form fields, check boxes and drop down menus. . . In addition there are two plain versions of the PTPH form – for one defendant and 2-5 defendants- where any alterations can be made to the form and which, if necessary, can be printed off, filled in manually and then scanned and E mailed.

**All forms and guidance can be found at:**

**<http://www.justice.gov.uk/courts/procedure-rules/criminal/forms-2015>**





# PLEA AND TRIAL PREPARATION HEARING PARTIES PRE-HEARING INFORMATION FORM



The pre-hearing information form must be completed for all cases sent to the Crown Court where a trial is anticipated unless the case is expressly exempted by the CrimPR or CrimPD.

Crown Court at: \_\_\_\_\_ T: \_\_\_\_\_ PTI URN \_\_\_\_\_

	Defendant	DOB	Principal Charge(s)	Remand Status	Custody Time Limit
D1				<input type="checkbox"/> Unconditional Bail <input type="checkbox"/> Conditional Bail <input type="checkbox"/> Custody <input type="checkbox"/> Youth Det. Remand	

	<p><b>Real Issues and Time Estimate:</b> Defence to set out below, so far as known, the real issues in the case - CrimPR 3.2;3.3;3.11- and provide provisional time estimate for overall trial length</p>	<p><b>Streamlined Forensic Reports:</b> Are the conclusions of any served Streamlined Forensics Report (SFR1) admitted as fact. If not identify the disputed issues concerning that conclusion? CrimPR 19.3. Make clear what is admitted and what is not admitted.</p>
D1		<p>Choose Disputed Issues:</p>

<b>Other Proceedings:</b>	
Particulars of any associated <b>CRIMINAL</b> proceedings?	
Particulars of any linked <b>FAMILY</b> proceedings?	

**Contact Information:**

The parties must provide the information required below at the PTPH or if not then available it must promptly be provided to the court and other parties in writing. The court and other parties must be informed of any change and effective cover must be provided for sickness or absence. Legal professionals and investigators must provide CJSM emails. The names of individuals must be given but it is acceptable to provide group email addresses provided that they are effectively monitored and acted upon.

If the prosecution or defence have not allocated a trial advocate then the advocate at a hearing or, the prosecution Reviewing Lawyer or the defence solicitor is required to respond to issues in place of the trial advocate.

<b>Court Case Progression</b>	<i>Name:</i>	<i>Phone:</i>	<i>Email:</i>
Case Progression Officer:			

<b>Prosecution information</b>	<i>Name:</i>	<i>Phone:</i>	<i>Email:</i>
Advocate at PTPH			
Advocate for trial			
Reviewing Lawyer			
Case Progression Officer (usually Paralegal)			
Officer in the Case (or equivalent)			

<b>Defence Information</b>	<i>Name and Address for Service:</i>	<i>Phone:</i>	<i>CJSM Email for service:</i>
D1 Defence Solicitors (or unrepresented defendant)			
Case Progression Officer			
Funding – Tick <input checked="" type="checkbox"/>	Private Funding <input type="checkbox"/> ; Legal Rep applied for <input type="checkbox"/> ; Legal Rep Order granted <input type="checkbox"/> or Unrepresented <input type="checkbox"/>		
	<i>Name:</i>	<i>Phone:</i>	<i>CJSM Email:</i>
Advocate at PTPH			
Advocate for trial			

### STATE OF PREPARATION AT PTPH

<b>PROSECUTION</b>		<i>Yes/No/N/A</i>	<i>If not yet served they can be served by/Notes:</i>
<b>IND</b>	Draft Indictment	<i>Choose</i>	
<b>SUM</b>	Summary of circumstances of the offence(s) and of any account given by defendant(s) in interview (this may be in Form MG5).	<i>Choose</i>	
<b>EVI</b>	Statements identified by prosecution as being of importance for the purpose of plea and initial case management.	<i>Choose</i>	

<b>EVI</b>	Exhibits identified by prosecution as being of importance for the purpose of plea and initial case management.	Choose	
<b>TV</b>	Relevant CCTV that would be relied upon by prosecution at trial.	Choose	
<b>EXP</b>	Streamlined Forensic Report(s) or indication of scientific evidence that the prosecution is likely to introduce.	Choose	
<b>EXP</b>	Indication of medical evidence that the prosecution is likely to introduce.	Choose	
<b>EXP</b>	Indication of other expert evidence that the prosecution is likely to introduce.	Choose	
<b>BC</b>	Indication of bad character evidence to be relied on.	Choose	
<b>HS</b>	Indication of any hearsay evidence to be relied on.	Choose	
<b>SM</b>	Indication of special measures to be sought.	Choose	
<b>CRO</b>	Defendant's criminal record if any.	Choose	
<b>VPS</b>	Victim Personal Statement if any.	Choose	

<b>DEFENCE</b>		<b>Yes/No/N/A</b>	<b>Particulars</b>
<b>ABU FTP</b>	Are there preliminary issues such as Abuse of Process or Fitness to Plead?	Choose	
<b>DMS</b>	Is an application for Dismissal anticipated after time for service elapses?	Choose	
<b>SEV</b>	Is an application for Severance anticipated? CrimPR 3.21	Choose	
<b>ARR</b>	Can the defendant be arraigned at PTPH? If not set out the reason.	Choose	
<b>ALT</b>	Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis?	Choose	
<b>DS</b>	Is a Defence Statement available at this stage?	Choose	
<b>PNC</b>	Where there are joint defendants does this defendant agree to cross-disclosure of lists of previous convictions (the PNC print out)	Choose	
<b>DS</b>	Where there are joint defendants does this defendant agree to cross-disclosure of Defence Statements (If agreed Defence Statements may be uploaded on the Joint DCS file, If not agreed they will have to be served separately)	Choose	

<b>THIRD PARTY DISCLOSURE</b>		<b>Yes/No/N/A</b>	<b>Particulars</b>
<b>TPD</b>	Is it believed that any third party holds potentially disclosable material?	Choose	
<b>TPD</b>	Will the prosecution be making enquiries to review that material?	Choose	

**WITNESS REQUIREMENTS KNOWN AT PTPH:** To be populated with names of prosecution witnesses known at PTPH.

**Prosecution** to indicate any witness who the Prosecution intend to call live regardless of Defence requirements (write "P" in the "Required by" column).

**Each Defendant** is required to identify which prosecution witnesses it can be predicted will be required to give evidence and those whose evidence is not disputed by that defendant (write "D1" etc as appropriate in the relevant column AND where a witness is required identify the relevant disputed issue for that defendant.

Parties are expected to provide a considered list and must not simply indicate "all witnesses". Where a witness is named but no statement has been provided parties are not expected to indicate requirements.

**Witness Orders:** The judge will review the witness requirements and the witness orders will be given in the Judge's Orders therefore the names listed here must be repeated there. A witness will not be warned unless he or she is shown as required in the Judge's orders section.

**Unless otherwise ordered the Defence must also complete the Standard Witness Table at Stage 2.**

<i>Name of witness</i>	<i>Required by:</i>	<i>Not disputed by:</i>	<i>Relevant disputed issue etc.</i>	<i>Mark if availability known</i>
				<input type="checkbox"/>
				<input type="checkbox"/>
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# PLEA AND TRIAL PREPARATION HEARING JUDICIAL ORDERS



This form is the primary record of all orders made at PTPH and all orders of the court at PTPH must be incorporated. Any subsequent variation must be by further order.

Crown  
Court at:

T:

PTI URN:

## PLEAS

1	Judicial warning and notes of judicial comment (if any)	<input type="checkbox"/> Credit for Plea
2	Pleas entered at PTPH:	
3	Reason if not arraigned at PTPH:	

## PRE-ARRAIGNMENT FCMH IF REQUIRED

	Date:		⌚ Time Estimate
4 Pre-Arraignment Further Case Management Hearing to resolve <input checked="" type="checkbox"/> : <input type="checkbox"/> Abuse of Process; <input type="checkbox"/> Dismissal application; <input type="checkbox"/> Joinder/Severance. <input type="checkbox"/> Other:		<input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend <input type="checkbox"/> Suitable for PVL  <input type="checkbox"/> Application/skeleton and supporting materials by:  <input type="checkbox"/> Response and supporting materials by:	minutes      hours

## PRE-ARRAIGNMENT FCMH ON FITNESS TO PLEAD

	Date:		⌚ Time Estimate
<input type="checkbox"/> Fitness to Plead;		<input checked="" type="checkbox"/>  <input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend <input type="checkbox"/> Suitable for PVL or Hospital Link  <input type="checkbox"/> Defence first medical report by:  <input type="checkbox"/> Prosecution to notify defence if the prosecution do OR do not intend to obtain medical report within 7 days or by:  <input type="checkbox"/> If Prosecution are to serve medical	minutes      hours

		report then to be served by;  <input type="checkbox"/> If Prosecution are not to serve medical report then defence to serve any second medical report by:
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**WITNESS REQUIREMENTS KNOWN AT PTPH and JUDGE'S WITNESS ORDERS THAT CAN BE MADE AT PTPH WITHOUT FURTHER FORMALITY**

To be populated with witness names as in Part 1.  
 The Court has agreed that prosecution witnesses marked confirmed are likely to be required to give evidence. Where it can be done justly without further formality the judge may make orders such as:  
 SMEAS – Special measures in which case the Court should specify which special measures are provided for;  
 SUMM – ordering the issue of a witness summons for the witness where grounds are made out;  
 UKLINK – ordering a UK live link if available – for example for police officers, other investigators, or experts to give evidence remotely;  
 SAT – ordering a satellite link from abroad.  
**Unless otherwise ordered the Defence must also complete the Standard Witness Table at Stage 2.**

Name of witness	Confirmed by Court	SMEAS etc.	Details/Relevant disputed issue/ Judge's additional directions or observations

**STANDARD ORDERS FOR WITNESSES**

5	<b>SM</b>	Where Special measures are provided above:	In respect of any witness who has provided an ABE interview, the ABE interview as edited by agreement or by order of the court shall stand as that witness' evidence in chief unless otherwise ordered.  Any witness who has provided an ABE interview shall view that interview in the week preceding the trial in the presence of the officer in the case (or equivalent) or other suitable police officer (or investigator equivalent) who shall record any comment the witness shall make and pass that record to the prosecutor.  Any application for screens or live link shall be made after a court visit and shall include the witness' reasons for the preference.  The attendance of any such witness at trial must be timetabled for the time when the witness is expected to commence examination.
6	<b>WIT</b>	Young or vulnerable witnesses CrimPR 18 & 3.9(7)	Young or vulnerable witnesses to which an Advocates' Gateway toolkit applies are to be examined and cross-examined in accordance with that

			toolkit unless that is superseded by specific ground rules.
7	SAT	Where provision is made for a witness by UKLINK or SAT:	Particulars of the link must be provided not less than three weeks before trial - CrimPD 18.23-4):
8	EXP	Expert witnesses – CrimPR 19	Expert witnesses of comparable disciplines must liaise and serve on the parties and the Court a statement of the points on which they agree and disagree with reasons no less than 14 days prior to the trial OR by such date as may be inserted here:
9		Other orders about witnesses:	

**YJCEA 1999 s.28 CASES (where implemented)**

10	A s.28 direction is made for the following witnesses and their ABE interviews shall stand as their evidence in chief and they shall be cross examined in advance of the trial: Witnesses: The intermediary's report shall be filed by:				
		Date:	Time:	⌚ Time Estimate	
11	Ground Rules Hearing			Ground Rules Form filed by:  <input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend <input type="checkbox"/> Suitable for PVL  <input type="checkbox"/> The intermediary shall attend the Ground Rules Hearing	minutes  hours
12	s.28 Cross-examination Hearing			<input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend	minutes  hours
13	<b>Supplemental Orders for s.28 cases</b>				
	Any intermediary shall attend the hearing.				
	Date for witness to refresh their memory [date]:				
	The officer in the case or another suitable police officer (or investigator equivalent) shall attend during the memory refreshing and make a note of anything said by the witness				
	The judge (and advocates) shall meet the witness on [date]:...				
	The advocates are not to meet the witness without the judge.				
	s.4 Contempt of Court Act 1981 order has been made for <input type="checkbox"/> the Ground Rules Hearing <input type="checkbox"/> s.28 hearing				
	The case is allocated to [Judge]:				
	The future management of the case will be under the supervision of the trial judge.				
	Other:				

TRIAL	Date:	<input checked="" type="checkbox"/> Facilities required:		⌚ Time Estimate
14		<input type="checkbox"/> Fixture <input type="checkbox"/> Backer <input type="checkbox"/> Fixed Floater <input type="checkbox"/> Warned List commencing.	<input type="checkbox"/> CCTV <input type="checkbox"/> Live Link <input type="checkbox"/> Satellite Link from: <input type="checkbox"/> Interpreter for defendant(s) (language): <input type="checkbox"/> Other	days   weeks

15			Certificates of Readiness to be filed by all parties (If no date is inserted then to be 28 days before trial date)	X

**STAGE 1 - UNLESS INDIVIDUAL DATES ARE PROVIDED THE PROSECUTION SHALL SERVE THE FOLLOWING BY:** **Date:**

Ordinarily 50 days (custody cases) or 70 days (bail cases) after sending.

ITEM		Date :	Additional requirements/particulars/directions if any:
16	<b>EVI</b>	Service of prosecution case.	To include making available ABE transcripts and recordings.
17	<b>DCL</b>	Initial disclosure (if not yet served).	
18	<b>TV</b>	CCTV relied upon.	To be served in format compatible with systems available at court. Otherwise party to provide system.
19	<b>IV</b>	Written record of defendant's taped Interview(s) (ROTI).	Unless otherwise ordered where there is a substantially "no comment" interview a short summary rather than a full transcript is sufficient. In any event the parties are expected to engage pre-trial to agree a summary or editing.
20	<b>IV</b>	Audio recording of defendant's tape interviews(s).	
21	<b>999</b>	999 call transcript(s) and recording(s) relied upon.	
22	<b>TEL</b>	Telephone records to be relied upon.	
23	<b>FOR</b>	Service of forensic statements (SFR 2 or MG11) that can be served by Stage 1 CrimPR 19.3.	This order only applies where, in relation to SFR1 (or other served summary of expert's conclusions), the defendant has identified on the PTPH form a conclusion that is not admitted and what the disputed issues are. The SFR2 or MG11 will be limited to those identified issues.
24	<b>BC</b>	Bad character notice(s) CrimPR 21	To include, if to be relied upon, evidence of facts of bad character.
25	<b>HSY</b>	Hearsay application(s) CrimPR 20	
26	<b>SM</b>	Special measures application(s) CrimPR 18	
27		Other:	
28		Other:	

**THIRD PARTY DISCLOSURE: It is ordered:** **Date:**

TPD		Date:
	The following areas of third party material have been identified:	
29	TPD Prosecution shall either make requests to third party, OR notify defence in writing that it does not intend to make any application for third party disclosure by:	
30	TPD Prosecution to apply for any necessary third party disclosure summons by:	
	TPD Prosecution to make any application required to the Family Court by:	



31	TPD	If the prosecution is to pursue third party disclosure then the prosecution must serve a report in writing on the outcome of efforts to identify potentially disclosable materials held by third parties and any ongoing enquiries not yet completed by:	
32	TPD	Any disclosable third party disclosure shall be served on the defence by: Other:	

**STAGE 2 - UNLESS INDIVIDUAL DATES ARE PROVIDED IT IS ORDERED THAT THE DEFENCE SHALL SERVE THE FOLLOWING BY:**

Ordinarily 28 days after Stage 1.

**DATE:**

ITEM		Date:	Additional requirements/particulars/directions:
33	DS	Defence Statement. (In single defendant cases to be uploaded. In multi-defendant cases to be uploaded if cross-service was agreed and if not to be served separately)	To include particulars of alibi; and requests for disclosure, describing the material and explaining, by reference to the issues in the case, why it is disclosable.
34	WIT	Final list of prosecution witnesses required to give live evidence; defence witnesses and interpreter requirements.	To be submitted in the Standard Witness Table with time estimates.
35	FOR	Response to Summary of Expert Conclusions (SFR1)	Stating which, if any, of the expert's conclusions are admitted as fact and where a conclusion is not admitted stating what are the disputed issues concerning that conclusion. A defendant who did not identify such issues on the PTPH form and does not serve such a response is taken to admit as fact the conclusions of the summary (SFR1).
36	SM	Special measures application for defendant or defence witnesses.	Any reply from prosecution or other party to be served within 14 days.
37	ABE	List of editing requests or objections to ABE interview recording.	
38	IV	List of editing requests for the Defendant's ROT1 (if any).	
39	BC	Response to prosecution bad character notice(s) - CrimPR 21.	
40	HSY	Response to prosecution hearsay application(s) - CrimPR 20.	
41	SM	Response to prosecution special measures application(s) - CrimPR 18.	
42	EXP	Defence expert evidence to be relied upon - CrimPR 19.	
43		Other:	
44		Other:	

**STAGE 3 - UNLESS INDIVIDUAL DATES ARE PROVIDED IT IS ORDERED THAT THE PROSECUTION SHALL SERVE THE FOLLOWING BY:**

Ordinarily 14 or 28 days after Stage 2

**DATE:**

ITEM		Date for Service	Additional requirements/particulars/directions:
45	DCL	Further disclosure.	Items required to be disclosed under CPIA resulting from or requested by the Defence Statement.
46	EVI	Further evidence to be relied upon that could not be served by Stage 1.	
47	FOR	Forensic science statements (SFR2 or MG11) required as a result of the Defence response to a summary of conclusions (SFR1) - CrimPR 19.3	
48	EXP	Expert medical evidence.	
49	EXP	Psychiatric evidence.	
50	EXP	Other (specify) expert evidence.	
51	SAT	Satellite/Live link application(s) CrimPD 18.23-24	
52	TEL	Cell site analysis.	
53	INT	Intermediary report(s) with draft specific Ground Rules if required. CrimPR 18 & 3.9(7)	For Witness:
54		Other:	
55		Other:	

**STAGE 4 -- UNLESS INDIVIDUAL DATES ARE GIVEN IT IS ORDERED THAT THE DEFENCE SHALL SERVE THE FOLLOWING BY:**

DATE:

Ordinarily 14 or 28 days after Stage 3.

ITEM		Date:	Additional requirements/particulars/directions:
56	DCL	Complaint about prosecution non-disclosure	To comply with s.8 CPIA and CrimPR 15.5.
57	DCL	Application(s) for witness summons for Third Party Disclosure if the prosecution indicates at PTPH that it will not be pursuing any TPD issues OR any Defendant is dissatisfied with the outcome of prosecution enquiries.	To comply with CrimPR 17.5
58	EXP	Defence expert evidence to be relied upon that could not be served by Stage 2 - CrimPR 19	
59	BC	s.100 or 101 bad character of non-defendant application - CrimPR 21	Any reply from prosecution or other party to be served within 14 days
60	SXB	s.41 Evidence of sexual behaviour application - CrimPR 22	Any reply from prosecution or other party to be served within 14 days
61	SM	Response to prosecution intermediary Report(s) - CrimPR 18	

62	INT	Intermediary report for defendant or defence witnesses with draft Ground Rules		Any reply from prosecution or other party to be served within 14 days
63	SAT	Satellite/Live link application(s) CrimPD 18.23-24		
64		Other:		
65		Other:		

<b>Trial Preparation</b> (these orders will only be required in more substantial cases)			
<i>Prosecution</i>	<i>Date</i>	<i>Defence</i>	<i>Date:</i>
Prosecution Opening Note		Notice of objections or comments	
Prosecution draft agreed facts (admissions)		Defence response	
Prosecution draft jury bundle index		Defence response including any requests for the inclusion of additional material	
Prosecution draft edited defendant's interview		Defence response	
Other:			

<b>FURTHER MANAGEMENT IF REQUIRED</b>		<i>Date:</i>	<input checked="" type="checkbox"/>	<i>Time Estimate</i>
66	<b>Further Case Management Hearing</b> (including Preparatory Hearing or Pre-Trial Hearing). Particular issues:		<input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend <input type="checkbox"/> Suitable for PVL	minutes  hours
67	<b>Pre-Trial Review.</b> The PTR may be vacated on <u>all</u> parties informing the Court CPO in writing that they are fully trial ready and no orders are required.		<input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend <input type="checkbox"/> Suitable for PVL	minutes  hours
68	<b>Welfare and Ground Rules Hearing</b>		<input type="checkbox"/> Defendant not required <input type="checkbox"/> Defendant must attend <input type="checkbox"/> Suitable for PVL  <input type="checkbox"/> Not an intermediary case <input type="checkbox"/> Other:	minutes  hours

<b>ADDITIONAL ORDERS:</b>		<i>Date:</i>
69		
70		
71		

FINAL JUDICIAL WARNINGS	
72	Judicial warnings given <input type="checkbox"/> Warning that failure to provide a sufficiently detailed Defence Statement may count against the Defendant <input type="checkbox"/> Failure to attend is a separate offence <input type="checkbox"/> Trial in absence in which case advocates may withdraw <input type="checkbox"/> Other:

**Parties are reminded that:**

All participants have a duty to prepare and conduct the case in accordance with the overriding objective; to comply with the CrimPR, practice directions and directions of the court; and at once to inform the court and all parties of any significant failure - CrimPR1.2.

Prosecution and Defence Case Progression Officers are reminded of their duties to monitor compliance with directions; make sure the court is kept informed of events that may affect the progress of the case; make sure that he or she can be contacted promptly about the case during ordinary business hours; act promptly and reasonably in response to communications about the case and, if he or she will be unavailable appoint a substitute to fulfil his or her duties and inform the other Case Progression Officers - CrimPR3.4.

Parties must actively assist the court to fulfil the overriding objective and engage with other parties to further the overriding objective without or if necessary with a direction - CrimPR3.3. Provided they promptly inform the court Case Progression Officer parties may agree to vary a time limit fixed by a direction if the variation will not affect the date of any hearing that has been fixed or significantly affect the progress of the case in any other way -CrimPR 3.7

After the hearing Case Progression Officers and OICs must ensure that they receive and act upon the orders made.

JUDICIAL SIGNATURE		Where the Judge him or herself has made the entries on the DCS it is not necessary to enter a name
73	HHJ/Recorder:	Date: