



## Common Platform – Quick guide for defence users

You can find detailed information on how to use Common Platform on GOV.UK:

- [Read our learning guide for defence professionals](#)
- [Watch our video on how to set up your Common Platform account](#)
- [Watch our video on how to use Common Platform](#)

### 1. Register for a user account in advance of the date when your local magistrates' court will begin using Common Platform

You will be informed of this date by your local court and the Legal Aid Agency (LAA).

[Find information on how to register for a Common Platform account.](#)

Troubleshooting: email [CPonboarding@justice.gov.uk](mailto:CPonboarding@justice.gov.uk)

### 2. Before coming to court for your first Common Platform hearing, complete your account and security set up. This includes setting up the authentication app on your registered mobile phone.

You will receive an email containing a link. Click it and follow the instructions on screen.

Troubleshooting: email [CJSCP-ServiceDesk@hmcts.net](mailto:CJSCP-ServiceDesk@hmcts.net) or phone 0300 303 0688.

### 3. Bookmark the correct URL / web address for Common Platform on your computer or device

The address to bookmark is: <https://prosecuting.cjscp.org.uk>

The link you received in the confirmation email was only for setting up your account. Type the correct address directly into your web browser to access Common Platform. You will not be able to search for it using a site such as Google. Please note that you cannot use Internet Explorer to access the system.

### 4. Remember to keep your account active and maintain your password

Login to Common Platform at least once every 90 days. If your account is inactive for 90 days, it's deregistered for security reasons. We'll email you to warn you before this happens. Logging in again will stop it being deactivated.

Change your password when prompted and make a note of it. If you forget it, you can use the 'Reset password' link at the bottom of the login page to reset it yourself.

Troubleshooting: email [CJSCP-ServiceDesk@hmcts.net](mailto:CJSCP-ServiceDesk@hmcts.net) or phone 0300 303 0688.

### 5. Bring your registered mobile phone to court

You will need to use the authenticator app on your phone whenever you want to access Common Platform.

Troubleshooting: email [CJSCP-ServiceDesk@hmcts.net](mailto:CJSCP-ServiceDesk@hmcts.net) or phone 0300 303 0688.

### 6. On the day, 'check-in' for your hearings

Follow the link on the home page. It is important that the court and LAA know who is in attendance.

Troubleshooting: email [CJSCP-ServiceDesk@hmcts.net](mailto:CJSCP-ServiceDesk@hmcts.net) or phone 0300 303 0688.

## **7. When appointed or instructed, login to Common Platform, find the case and download the Initial Details of the Prosecution Case (IDPC)**

Follow the 'Find case' link on the Common Platform home page. You will need the case unique reference number (URN), and the first name, last name and date of birth of all defendants to make a formal declaration that you are appointed. The URN can be obtained from the charge sheet, public court list or by contacting our service centre: email [ProfessionalContactCrime@justice.gov.uk](mailto:ProfessionalContactCrime@justice.gov.uk) or phone 0330 808 4407.

The service centre will ask you for your client's name, address and date of birth. If you are unsure of the correct spelling of the name, they can provide this so you can access the case. The service centre may ask you to send them an email to verify who you are.

If the IDPC is not available on Common Platform within Transforming Summary Justice (TSJ) timescales, please contact the Crown Prosecution Service and ask them to send the case materials to Common Platform.

## **8. Associate with a case if you are representing the defendant to gain full case access**

Once you have the IDPC, indicate the nature of your representation on Common Platform to gain full case access. This is known as 'associating' with a case and will exclude other firms from accessing the case details. You will then be able to view case materials and upload documents to the case material sections.

Troubleshooting: email [CJSCP-ServiceDesk@hmcts.net](mailto:CJSCP-ServiceDesk@hmcts.net) or phone 0300 303 0688.

## **9. Service of case materials - upload documents to the correct section**

You serve documents on the court by uploading case materials to the appropriate section in Common Platform. Use [Standard Criminal Procedure Rules forms](#) to make sure all information is captured in a standard format. When uploading to the Plea, Applications, and General Correspondence sections, our service centre will receive a notification alerting them that action may be needed from them.

You can use the 'Send to CPS' checkbox when uploading to some case material sections to simultaneously send an email to CPS with the document attached.

If you are uploading documents and CPS needs notification, but this checkbox is not available, you will need to email the documents directly to CPS.

## **10. Remove your firm's access (Disassociate) if you are no longer representing the client**

Under the 'Access' tab, you MUST remove your firm's access (Disassociate) if you are no longer representing the client.

If a new firm cannot associate with the case because you (as the firm on record) have not disassociated, they will contact you to remove your access.