

DCS Standard File Structure (Probation Cases)

Section	Title	Content	Who uploads	Notes
A	Summons/First Instance Warrant/Application	A copy of the Summons for Breach served upon the defendant.	HMCTS upload the Summons/Application. Certificate of Service (COS) uploaded by HMPPS	Including any Probation Application to amend previous order. If courts serve summons then HMCTS to upload any evidence/certificates as locally agreed.
B	Original Charges	Original charge sheet (MG4) or indictment on which sentence passed	HMCTS /HMPPS	HMCTS if provided at point of summons request, otherwise HMPPS to upload
C	Basis of Plea	Any agreed Basis of Plea from the substantive case on which sentence passed	HMCTS /HMPPS	HMCTS if provided at point of summons request, otherwise HMPPS to upload
D	Defence Documents	Defence documents relied upon e.g. sick notes, job offers [if the breach is contested].	Defence	
F	Original Case Summary	A copy of the MG5 from the original proceedings.	HMCTS /HMPPS	HMCTS if provided at point of summons request, otherwise HMPPS to upload
G	Offender Manager Report	The Offender Manager Report, Addendum reports or update reports.	Probation	
H	Original Order	The Community Order or Suspended Sentence Order from the original	Probation	

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		proceedings plus any subsequent variations or amended orders.		
I	Witness Statements	Statements relied upon [if the breach is contested].	Probation	For example S9 statements and exhibits in support.
J	Exhibits	Exhibits relied upon (i.e. letters sent to the client; probation contact log) [if the breach is contested].	Probation	For example warning letters.
M	Expert Reports	Any required reports including intermediary reports.	Probation /Defence	(Reports for sentencing to be uploaded to Section T)
N	Pre Cons	Previous Conviction details.	Probation	
Q	Applications	Extensions to time; Skeleton arguments; All other applications except bail applications (which go in Section V).	Probation /Defence	All decisions to go in Section X. Bail applications go in Section V
T	Sentence	Copy of the PSR from the original proceedings and any further or review reports. Any document prepared for the sentencing hearing to be considered by the Judge at sentence including applications for ancillary orders on sentence.	Probation /Defence	Examples: pre-sentence reports; psychiatric reports in relation to sentence; references; Court of Appeal case law.
U	Representation	Applications to transfer or extend; LAA orders.	HMCTS	If these applications contain sensitive material the party should request the item to be loaded to PJ – HMCTS Private

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V	Bail and Custody	Bail conditions and remand orders; CTL including all applications relating to bail and custody; security; surety; ancillary orders (tagging); Bench Warrants; Prison record of refusal to attend.	HMCTS	Applications to be uploaded by the applicant
W	Court Final Orders	Post Sentence Orders.	HMCTS	Scan and/or upload copies of all orders
X	Judges' Orders/Directions	Case management orders – made in open court or administratively; Written rulings; Orders restraining publicity; Any official transcript of a judicial ruling.	HMCTS	
Y	Transcripts (Court Rulings)	Any arising from court ruling; sentence remarks.	HMCTS	
PJ	HMCTS Private	Any material that should not be seen by other parties.	HMCTS	Private section visible to HMCTS and Judiciary only. Examples: Correspondence with parties; Trial Record Sheets, Judicial correspondence, Resulting Checklist Annex C
PJ1	Court Logs	Daily Xhibit log (courts that print daily) or complete Xhibit log once case is complete.	HMCTS	Private section visible to HMCTS and Judiciary only.
PP	Private Section - Prosecution	Prosecution Specific Documents. Note: CPS do not have access to the case.	Prosecuting counsel	Private section visible to prosecuting counsel only.
PD	Private Section - Defence	Defence Specific Documents.	Defence	Private section visible to Defence only.

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PN	Private Section - NOMS	Probation Specific Documents.	Probation	<i>Private section visible to Probation only.</i>
PNP	Private Section - NOMS & Prosecution	Briefing papers shared between Probation and their instructed counsel.	Probation/ Prosecuting counsel	<i>Private section visible to Probation and prosecuting counsel only</i>

Please note (where relevant):

1. The following material must not be uploaded to the DCS:

- a) Unused material/disclosure;
- b) Indecent or pornographic material.

2. The DCS Standard File Structure lists the most common documents for each section as an indicative guide and is not intended to provide an exhaustive list. Subject to the specific exclusions listed above, the absence of a document type does not prohibit its upload to a case where it is relevant to the proceedings.

3. Uploading alone does not achieve service. Under CrimPR 4.6 any uploading must be accompanied by notifying the party to be served of the upload (including by email).