

Full details are included in Division I of the Criminal Practice Directions, at paragraph 5B. The Directions can be read online at: <http://www.justice.gov.uk/courts/procedure-rules/criminal/docs/2015/crim-practice-directions-I-general-matters-2015.pdf>.

Courts' registers and lists

Under a protocol agreed between HMCTS, the Society of Editors and the News Media Association, Magistrates' Court lists and court registers should be made available to the media on request and without charge. At a minimum, the lists should contain each defendant's full name, age, date of birth (when provided), alleged offence and address.

The full protocol can be seen in full at Annex A of this guidance and can be read online at: <https://www.gov.uk/government/publications/guidance-to-staff-on-supporting-media-access-to-courts-and-tribunals>

Although there is no direct equivalent to the magistrates' court lists and register in the Crown Court, similar principles in relation to media access to information are to apply insofar as they can. Crown Court staff are encouraged to provide the equivalent information in response to media enquiries.

Crown Court lists may be accessed at www.courtserve.net/homepage.htm.

Guidance on reporting restrictions

The making of reporting restrictions is covered by Part 6 of the Criminal Procedure Rules. It sets out which restrictions may be imposed by a criminal court and should serve as a guide to court staff where there is uncertainty about what restrictions may apply and how they should be managed and administered.

Part 6 is available in full at Annex B of this guidance and can be read online at: <http://www.justice.gov.uk/courts/procedure-rules/criminal/docs/2015/crim-proc-rules-2015-part-06.pdf>

In addition, you should refer to guidance issued by the

Judicial College, and supported by the News Media Association, Society of Editors and Media Lawyers' Association. It sets out a "structured approach for magistrates and judges" to ensure reporting restrictions are correctly applied and observed, including the advance notification of the media of such an application. The guidance can be read online at: <https://www.judiciary.uk/wp-content/uploads/2015/07/reporting-restrictions-guide-may-2016-2.pdf>.

Applications for reporting restrictions

Where the court has the power to impose a restriction on the reporting of events at a public hearing, or on public access to an otherwise public hearing, or has the power to withhold information from the public during a public hearing, the court may do so on application by a party or on its own initiative. The party who wants the restriction imposed must apply as soon as reasonably practicable, notify any other party, and any other person as the court directs. They must specify the proposed terms, how long the restriction should last, what power the court has to make the order, and why such an order is necessary.

If the application is for the trial to be held in private, court officers must display a notice of the application being made at a prominent location near the courtroom, and give notice of the application to the media according to any other administrative direction given by the court manager.

The media should be allowed an opportunity, if they want, to make representations to the court about a discretionary reporting restriction that the court is thinking of making or is being asked to make. 'Courts are required to hear the media's representations in relation to a proposed reporting restriction or restriction on public access to proceedings before making any order. Exceptionally this may not be possible where an unexpected issue arises; in such circumstances the media should be invited to make representations at the first available opportunity.'

If, exceptionally, the court is asked to impose a reporting restriction at a hearing in private, or without a hearing at all, then action should be taken to inform the media, in the