

MANAGE THE EDITABLE PTPH FORM

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The Better Case Management (BCM) initiative requires completion of the Pre-Trial Preparation Form (PTPH) in advance of the PTPH hearing. The PTPH form can be accessed within DCS and all parties can add their respective information prior the PTPH hearing.

ACCESSING THE EDITABLE PTPH FORM

The PTPH must be initially uploaded into the PTPH Section by CPS Admin with Part 1 (Prosecution) details completed.

An icon next to the document in the index will indicate if the PTPH form has been loaded correctly:

 for loaded;

 for an error.

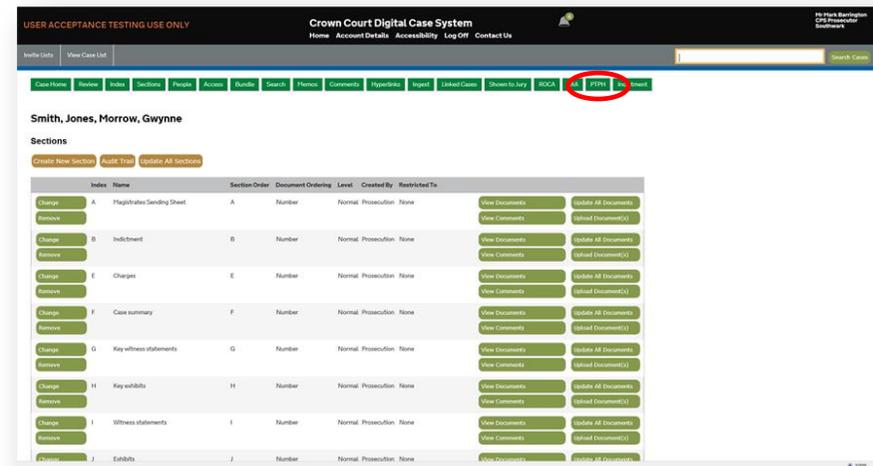
Move your mouse over the error icon to see the detail of any issue.

When the Crown upload the PTPH form, DCS will check for matches against First Name, Surname and Date of Birth and return an error if the details don't match.



If the defendant is a company, the match will be on the Surname field only.

Click the **PTPH** button to review the details of the uploaded form.



NAVIGATING THE PTPH FORM

The PTPH form can be navigated by scrolling the page up and down using the Scroll-Bar

The Navigation Side Bar (Section Headings) to the left can be clicked on to quickly jump to a section.

The screenshot shows the 'Plea & Trial Preparation Hearing Form' in the Crown Court Digital Case System. The interface includes a top navigation bar with options like 'Home', 'Account Details', 'Accessibility', 'Log Off', and 'Contact Us'. A search bar is present for finding cases by name or number. The main content area is titled 'Plea & Trial Preparation Hearing Form' and contains a table for entering case details. A red circle highlights the navigation side bar on the left, which lists sections such as 'Defendant: Adam Gwynne', 'Defendant: Jane Jones', 'Defendant: Clive Morrow', and 'Defendant: John Smith'. The table in the main area has columns for 'Defendant', 'Principal Charges', 'Remand Status', and 'Custody time limit'. The 'Remand Status' column includes radio button options for 'Unconditional Bail', 'Conditional Bail', 'Custody', and 'Youth Det. Remand'. The 'Custody time limit' column has a date input field set to 11/07/2016.

SHOW CHANGE HISTORY

By clicking on any of the **Show Change History** Icons (1), the **Change History Table** (2) will then open to show any edits that have been made to that data.

The screenshot shows a list of evidence items, each with a 'Show Change History' icon (1). A modal window (2) is open, displaying a table of change history for the selected item.

Date - Time	User	Value	Change note
29/02/2016 - 12:09:09	The Crown Prosecution Service	Yes	Sent from CMS
29/02/2016 - 16:16:08	The Crown Prosecution Service	Yes	Sent from CMS
01/03/2016 - 8:58:30	The Crown Prosecution Service	Yes	Sent from CMS
01/03/2016 - 9:29:56	Miss Ann Meatyard	No If not yet served then can be served by: 03/03/2016 We have just been informed CCTV evidence is available	

1

2

SAVING CHANGES AND PUBLISHING TO THE BUNDLE

Once a party has completed his or her section of the form, it must be saved or the data entered will be lost on exiting.

Defence users should use the **Save** button at the top of the form when they have completed their edits.

This will save the edits to the PTPH Form which will be available when the next party adds theirs. It will not publish a revised version of the PTPH Form into the bundle on DCS.

Judicial users should use the **PDF** button at the top of the form when they have completed their edits at the PTPH hearing.

This will save the edits to the PTPH Form and will also allow a revised version of the PTPH Form to be published into the bundle on DCS.

Pressing the **PDF** button will bring up a **PDF Options** dialogue box asking the user to either:

- **Update case sections** publishes the PTPH form into the bundle at Section S; or
- **Download the PDF** downloads a PDF copy of the PTPH Form to your device.

Click **OK**.



Only the Judge should use the PDF button once the form has been completed at the PTPH hearing. This will ensure that only 1 version of the PTPH form is exported into section S.

