

# 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.

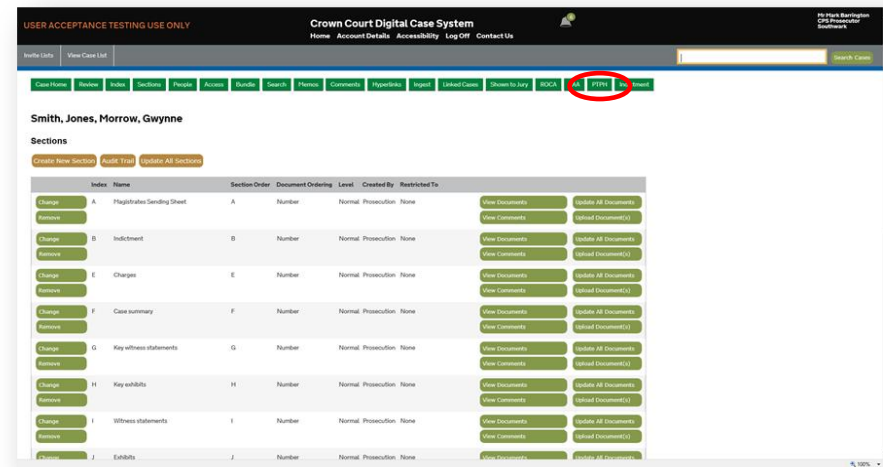
Move your mouse over the error icon to see the detail of any issue.



*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 displays the 'Plea & Trial Preparation Hearing Form' within the Crown Court Digital Case System. The interface includes a top navigation bar with links like 'Home', 'Account Details', 'Accessibility', 'Log Off', and 'Contact Us'. Below this is a search bar and a series of tabs for different case stages: 'Case Home', 'Review', 'Index', 'Sections', 'People', 'Access', 'Bundle', 'Search', 'Memos', 'Comments', 'Hyperlinks', 'Ingest', 'Linked Cases', 'Shown to Jury', 'ROCA', 'LAA', 'PTPH', and 'Indictment'. The main content area is divided into sections for each defendant: Adam GWYNNE, Jane JONES, Clive MORROW, and John SMITH. Each section contains fields for 'Principal Charges', 'Remand Status' (with options like 'Unconditional Bail', 'Conditional Bail', 'Custody', 'Youth Det. Remand'), and 'Custody time limit'. A red circle highlights the left-hand navigation sidebar, which lists the defendants and other sections like 'Prosecution Readiness' and 'Information' for each defendant, allowing for quick navigation.

## 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 types on the left, each with a 'Show Change History' icon (a magnifying glass over a document). A red arrow labeled '1' points to one of these icons. On the right, a modal window titled 'Change history - EVI - Exhibits identified by prosecution as being of importance for the purpose of plea and initial case management.' is open. A red arrow labeled '2' points to this modal window.

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	

### 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.*

