

CREATE A CASE

CREATE A CASE ON DCS

To create a case go to **View Case List** located in menu bar at the top of the web page.

Click **Create a Case**.



HMCTS Admin, CPS Admin and Judges are the only users who will be authorised to create cases in DCS.

Case List

Would you like to [Create a Case](#) ?

Case Filter:

Location:

From:

To:

Text: All Words

Show: Filter on 'Previously Viewed' and 'Invited'

[Clear Filter](#) [Apply Filter](#)

[Today](#) [This Week](#) [This Year](#)
[Next Day](#) [This Month](#) [Next Year](#)

Give the case a name, put in the **URN** and populate the Crest Case Numbers field.

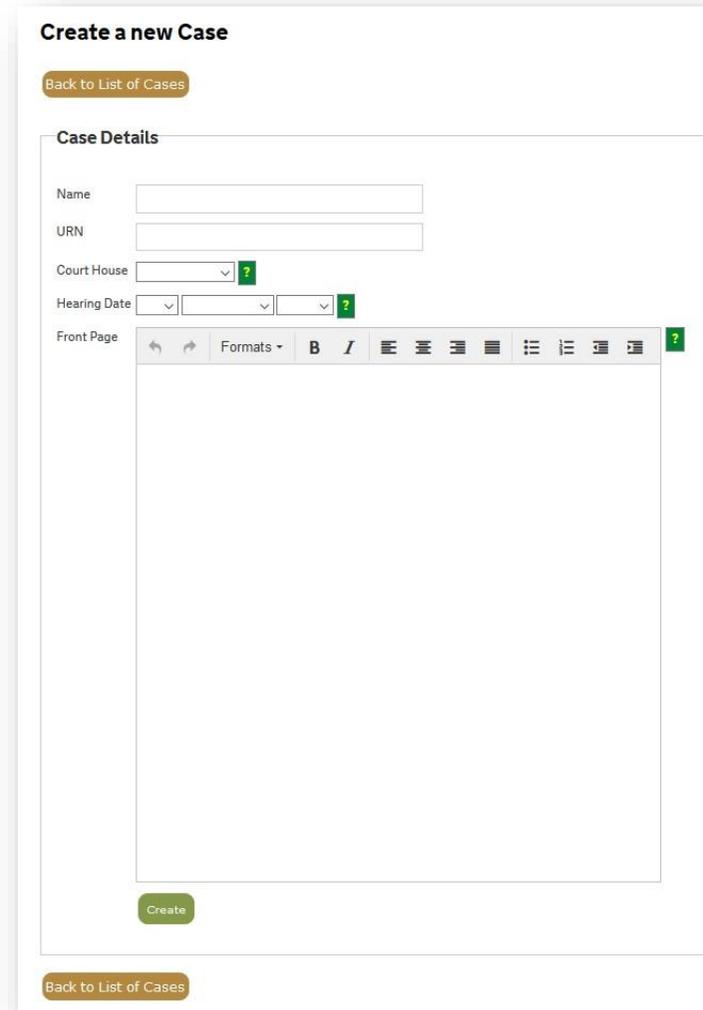
Choose the **Court House** location.

 *The Court House field must be filled in as it will affect which users will have access to the case upon creation of the case.*

Add any extra information required on the Front Page.

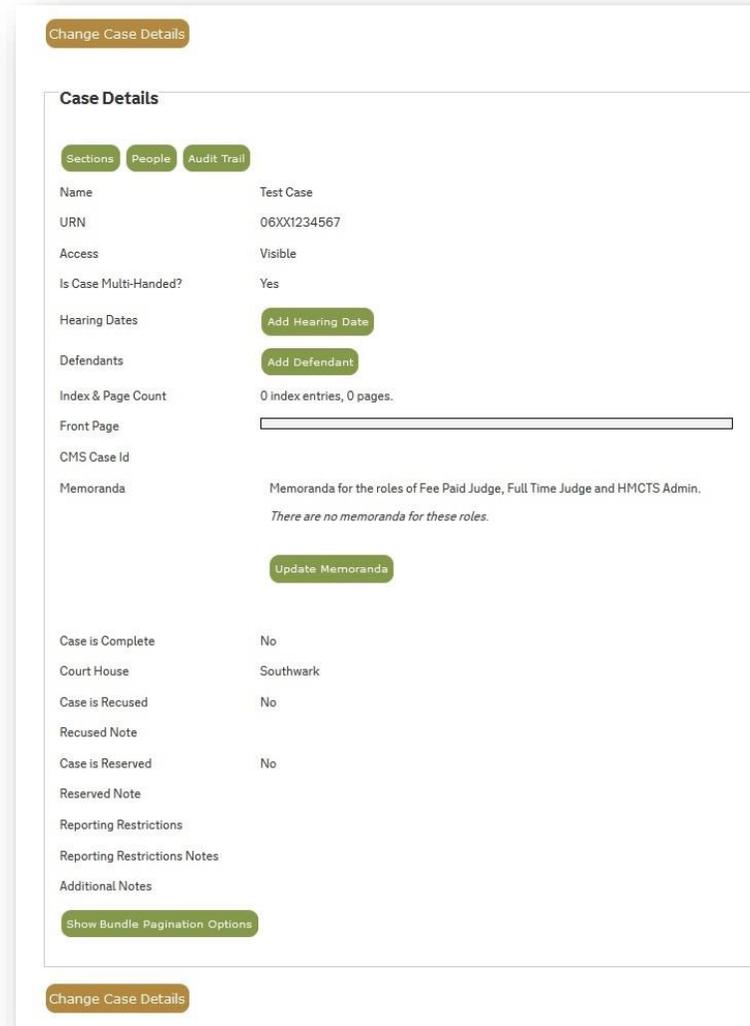
 *The Front Page does not necessarily need to be filled in as this is only visible when the bundle is printed. If necessary, this can be edited at any stage once the case is created.*

Click **Create** to create the case.



The screenshot shows a web form titled "Create a new Case". At the top left is a "Back to List of Cases" button. Below it is a "Case Details" section with the following fields: "Name" (text input), "URN" (text input), "Court House" (dropdown menu with a green question mark icon), and "Hearing Date" (three date pickers with a green question mark icon). Below these is a "Front Page" section with a rich text editor toolbar containing icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, and unlink, along with a green question mark icon. At the bottom of the form is a "Create" button and another "Back to List of Cases" button.

Once you've created the case you can then edit the case details by clicking on **Change Case Details**.



The screenshot shows a web interface for editing case details. At the top, there is a blue button labeled "Change Case Details". Below it is a section titled "Case Details" with three tabs: "Sections", "People", and "Audit Trail". The main content area contains a list of case attributes and their values, with several green buttons for editing:

- Name: Test Case
- URN: 06XX1234567
- Access: Visible
- Is Case Multi-Handed?: Yes
- Hearing Dates: Add Hearing Date
- Defendants: Add Defendant
- Index & Page Count: 0 index entries, 0 pages.
- Front Page: [Empty text box]
- CMS Case Id: [Empty text box]
- Memoranda: Memoranda for the roles of Fee Paid Judge, Full Time Judge and HMCTS Admin. There are no memoranda for these roles. Update Memoranda
- Case is Complete: No
- Court House: Southwark
- Case is Recused: No
- Recused Note: [Empty text box]
- Case is Reserved: No
- Reserved Note: [Empty text box]
- Reporting Restrictions: [Empty text box]
- Reporting Restrictions Notes: [Empty text box]
- Additional Notes: [Empty text box]

At the bottom of the form, there is a blue button labeled "Change Case Details" and a green button labeled "Show Bundle Pagination Options".

ADD A DEFENDANT TO A CASE

Once you have created a case, you must input the details of at least one defendant by clicking on the **Add Defendant** button.



The form that then opens up allows you to enter a Defendants details.

Mandatory fields for an individual are:

- Surname (in capitals)
- Forename
- Date of Birth
- URN

If your defendant is a company, the mandatory fields change to be:

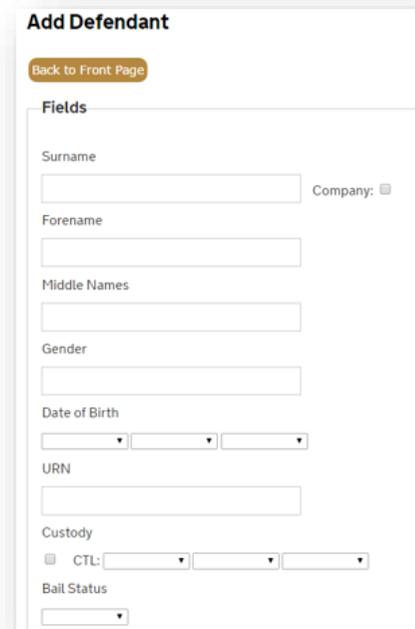
- Surname (which would be company name)
- URN

The Crest Case Number is now attached to the defendant record so must be entered here to allow for searching by case number.

Multiple case numbers may be entered for combined trial and committal for sentence files.

When you have entered the relevant details, click **Add**.

To create multiple defendants, click **Add Defendant** again and complete the relevant details.



Add Defendant

[Back to Front Page](#)

Fields

Surname Company:

Forename

Middle Names

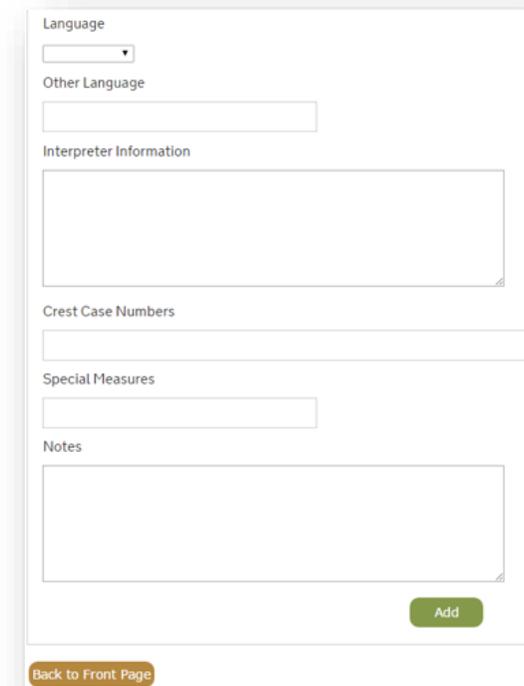
Gender

Date of Birth

URN

Custody CTL:

Bail Status



Language

Other Language

Interpreter Information

Crest Case Numbers

Special Measures

Notes

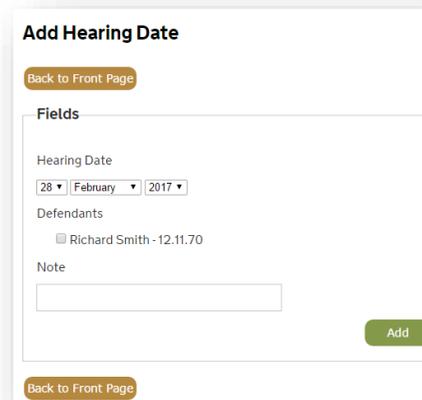
[Add](#)

[Back to Front Page](#)

ADD A HEARING DATE TO A CASE

From the case details screen, click on **Add Hearing Date**.

When you add a hearing date to a case, you can reference which defendant a particular hearing relates to. Then click on **Add**. The case details screen will display any hearing dates and the defendant that they relate to.



Add Hearing Date

[Back to Front Page](#)

Fields

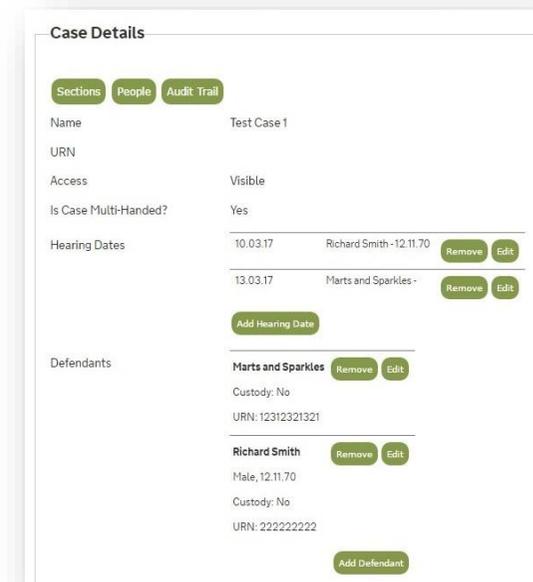
Hearing Date
28 February 2017

Defendants
 Richard Smith - 12.11.70

Note

[Add](#)

[Back to Front Page](#)



Case Details

[Sections](#) [People](#) [Audit Trail](#)

Name: Test Case 1

URN

Access: Visible

Is Case Multi-Handed?: Yes

Hearing Dates

10.03.17	Richard Smith - 12.11.70	Remove	Edit
13.03.17	Marts and Sparkles -	Remove	Edit

[Add Hearing Date](#)

Defendants

Marts and Sparkles [Remove](#) [Edit](#)

Custody: No
URN: 12312321321

Richard Smith [Remove](#) [Edit](#)

Male, 12.11.70
Custody: No
URN: 222222222

[Add Defendant](#)