

SPLITTING A CASE

THE SPLIT FUNCTION

The **Split** function allows a case with more than one defendant to be split into a number of cases as set by the user, and for the defendants to be allocated between those cases.

When the case is split, all listed users will be copied across to the new cases, but defence users will only be copied to the cases containing defendants to which they are assigned.

All documents, comments and memos will be copied across to the new cases, but documents in sections with defence access restrictions will only be copied to the cases containing defendants to which access has been granted.

HOW TO SPLIT A CASE

Only users of role **HMCTS Admin** have access to the **Split** function.

Click on the **Split** button.

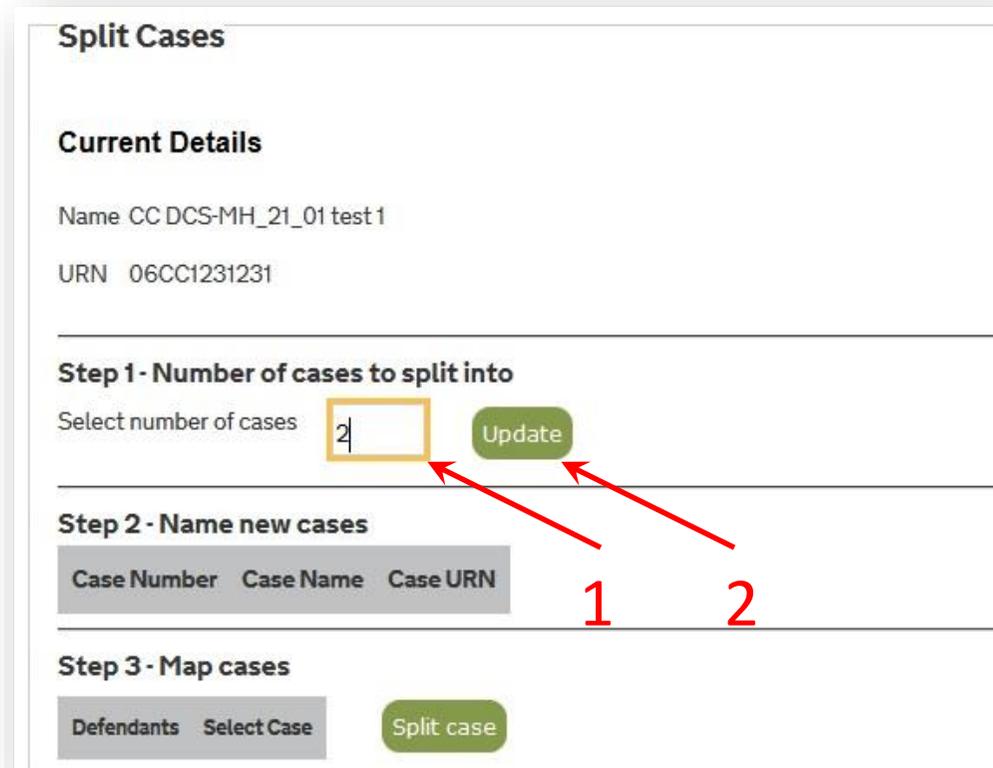


On the **Split Cases** screen:

Step 1:

1. Enter the number of cases you want to split this case into
2. Click the **Update** button to confirm this number

The fields in **Step 2** will now populate with the number of cases specified.



The screenshot shows the 'Split Cases' interface. At the top, it displays 'Current Details' with 'Name CC DCS-MH_21_01 test 1' and 'URN 06CC1231231'. Below this is 'Step 1 - Number of cases to split into', featuring a text input field containing '2' and an 'Update' button. Red arrows point from the 'Update' button to the 'Update' button and from the 'Update' button to the 'Update' button. Below that is 'Step 2 - Name new cases', which shows a table header with 'Case Number', 'Case Name', and 'Case URN'. Red numbers '1' and '2' are placed below the 'Case Name' and 'Case URN' columns respectively. At the bottom is 'Step 3 - Map cases', with a 'Split case' button.

Step 2:

3. The names of the new split cases will default to the same name as the source case. Edit the new **Case Names** to those you wish to use.
4. The URNs of the new split cases will default to the same URN as the source case with the addition of /1, /2, etc. Amend as necessary.



The URNs will be used to maintain the Two Way Interface so must match those used on CMS. Confirm the URN to be used for each case with the CPS. See Job Card for further information.

Split Cases

Current Details

Name CC DCS-MH_21_01 test 1
URN 06CC1231231

Step 1 - Number of cases to split into

Select number of cases Update

Step 2 - Name new cases

Case Number	Case Name	Case URN
Case 1	<input type="text" value="CC DCS-MH_21_01 test 1"/>	<input type="text" value="06CC1231231/1"/>
Case 2	<input style="border: 2px solid #f0e68c;" type="text" value="CC DCS-MH_21_01 test 1b"/>	<input type="text" value="06CC1231231/2"/>

Step 3 - Map cases

Defendants

Two Defendant 2: 06CC1231231 (1959/2/4) Case1 ▾

One Defendant 1: 06CC1231231 (1970/1/1) Case1 ▾

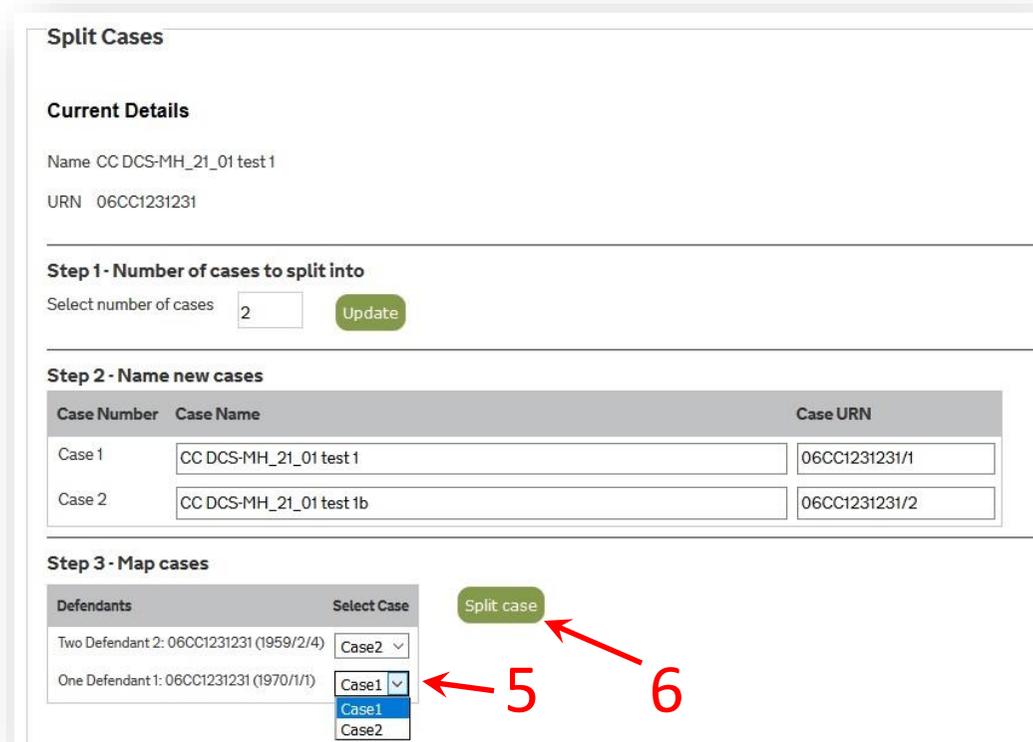
Split case

3

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Step 3:

5. Specify which defendant should go to which case by picking from the case drop down
6. Click on **Split case** to carry out the split



Split Cases

Current Details

Name CC DCS-MH_21_01 test 1
URN 06CC1231231

Step 1 - Number of cases to split into

Select number of cases

Step 2 - Name new cases

Case Number	Case Name	Case URN
Case 1	<input type="text" value="CC DCS-MH_21_01 test 1"/>	<input type="text" value="06CC1231231/1"/>
Case 2	<input type="text" value="CC DCS-MH_21_01 test 1b"/>	<input type="text" value="06CC1231231/2"/>

Step 3 - Map cases

Defendants	Select Case
Two Defendant 2: 06CC1231231 (1959/2/4)	<input type="text" value="Case2"/>
One Defendant 1: 06CC1231231 (1970/1/1)	<input type="text" value="Case1"/>

5 → (dropdown menu)
6 →

A status bar will display detailing the progress of the splits and confirm when it has been completed.

Search for your split cases to find them in your case list.

Split Cases

Current Details

Name CC DCS-MH_21_01 test 1
URN 06CC1231231

Step 1 - Number of cases to split into

Select number of cases Update

Step 2 - Name new cases

Case Number	Case Name	Case URN
Case 1	<input type="text" value="CC DCS-MH_21_01 test 1"/>	<input type="text" value="06CC1231231/1"/>
Case 2	<input type="text" value="CC DCS-MH_21_01 test 1b"/>	<input type="text" value="06CC1231231/2"/>

Step 3 - Map cases

Defendants	Select Case	
Two Defendant 2: 06CC1231231 (1959/2/4)	<input type="text" value="Case2"/>	Split case
One Defendant 1: 06CC1231231 (1970/1/1)	<input type="text" value="Case1"/>	

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