

## DCS Standard File Structure (Probation Breach Cases)

Section	Title	Content	Who uploads	Notes
<b>A</b>	<b>Breach Summons</b>	A copy of the Summons for Breach served upon the defendant.	HMCTS upload the Summons.  Certificate of Service (COS) uploaded by HMPPS	
<b>B</b>	<b>Original Charges</b>	Original charge sheet (MG4) or indictment on which sentence passed	HMCTS /HMPPS	HMCTS if provided at point of summons request, otherwise HMPPS to upload
<b>C</b>	<b>Basis of Plea</b>	Any agreed Basis of Plea from the substantive case on which sentence passed	HMCTS /HMPPS	HMCTS if provided at point of summons request, otherwise HMPPS to upload
<b>D</b>	<b>Defence Documents</b>	Defence documents relied upon e.g. sick notes, job offers [if the breach is contested].	Defence	
<b>F</b>	<b>Original Case Summary</b>	A copy of the MG5 from the original proceedings.	HMCTS /HMPPS	HMCTS if provided at point of summons request, otherwise HMPPS to upload
<b>G</b>	<b>Offender Manager Report</b>	The Offender Manager Report.	HMPPS	
<b>H</b>	<b>Original Order</b>	The Community Order or Suspended Sentence Order from the original proceedings plus any subsequent variations.	HMPPS	

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<b>I</b>	<b>Witness Statements</b>	Statements relied upon [if the breach is contested].	HMPPS	
<b>J</b>	<b>Exhibits</b>	Exhibits relied upon (i.e. letters sent to the client; probation contact log) [if the breach is contested].	HMPPS	
<b>M</b>	<b>Expert Reports</b>	Any required reports including intermediary reports.	HMPPS /Defence	(Reports for sentencing to be uploaded to Section T)
<b>N</b>	<b>Pre Cons</b>	Previous Conviction details.	HMPPS	
<b>Q</b>	<b>Applications</b>	Extensions to time; Skeleton arguments; All other applications except bail applications (which go in Section V).	HMPPS /Defence	All decisions to go in Section X. Bail applications go in Section V
<b>T</b>	<b>Sentence</b>	Copy of the PSR from the original proceedings and any further or review reports. Any document prepared for the sentencing hearing to be considered by the Judge at sentence including applications for ancillary orders on sentence.	HMPPS /Defence	Examples: pre-sentence reports; psychiatric reports in relation to sentence; references; Court of Appeal case law.
<b>U</b>	<b>Representation</b>	Applications to transfer or extend; LAA orders.	HMCTS	If these applications contain sensitive material the party should request the item to be loaded to PJ – HMCTS Private
<b>V</b>	<b>Bail and Custody</b>	Bail conditions and remand orders; CTL including all applications relating to bail and custody; security; surety; ancillary orders	HMCTS	Applications to be uploaded by the applicant

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		(tagging); Bench Warrants; Prison record of refusal to attend.		
<b>W</b>	<b>Court Final Orders</b>	Post Sentence Orders.	HMCTS	Scan and/or upload copies of all orders
<b>X</b>	<b>Judges' Orders/Directions</b>	Case management orders – made in open court or administratively; Written rulings; Orders restraining publicity; Any official transcript of a judicial ruling.	HMCTS	
<b>Y</b>	<b>Transcripts (Court Rulings)</b>	Any arising from court ruling; sentence remarks.	HMCTS	
<b>PJ</b>	<b>HMCTS Private</b>	Any material that should not be seen by other parties.	HMCTS	<b><i>Private section visible to HMCTS and Judiciary only.</i></b> Examples: Correspondence with parties; Trial Record Sheets, Judicial correspondence, Resulting Checklist Annex C
<b>PJ1</b>	<b>Court Logs</b>	Daily Xhibit log (courts that print daily) or complete Xhibit log once case is complete.	HMCTS	<b><i>Private section visible to HMCTS and Judiciary only.</i></b>
<b>PP</b>	<b>Private Section - Prosecution</b>	Prosecution Specific Documents. Note: CPS do not have access to the case.	Prosecuting counsel	<b><i>Private section visible to prosecuting counsel only.</i></b>
<b>PD</b>	<b>Private Section - Defence</b>	Defence Specific Documents.	Defence	<b><i>Private section visible to Defence only.</i></b>
<b>PN</b>	<b>Private Section - NOMS</b>	Probation Specific Documents.	HMPPS	<b><i>Private section visible to Probation only.</i></b>

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<b>PNP</b>	<b>Private Section - NOMS &amp; Prosecution</b>	Briefing papers shared between Probation and their instructed counsel.	HMPPS / Prosecuting counsel	<b><i>Private section visible to Probation and prosecuting counsel only</i></b>
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### **Please note (where relevant):**

#### **1. The following material must not be uploaded to the DCS:**

- a) Unused material/disclosure;
- b) Proceeds of Crime/Confiscation documentation;
- c) Indecent or pornographic material.

**2.** The DCS Standard File Structure lists the most common documents for each section as an indicative guide and is not intended to provide an exhaustive list. Subject to the specific exclusions listed above, the absence of a document type does not prohibit its upload to a case where it is relevant to the proceedings.

**3. Uploading alone does not achieve service.** Under CrimPR 4.6 any uploading must be accompanied by notifying the party to be served of the upload (including by email).