

# DCS Standard File Structure

Section	Title	Content	Who uploads	Notes
<b>A</b>	<b>Magistrates' Sending Sheet</b>	CCDDET and CCDDES; Memoranda of Convictions; BCM sending questionnaire, Summonses and any Certificates of Service.	HMCTS	
<b>B</b>	<b>Indictment</b>	Original Indictment; Proposed Amended Indictments; Further Preferred Indictments; Jury Abstract Indictments; Schedule of summary offences; TICs.	Prosecution/HMCTS	There is no need to produce a hard copy.
<b>C</b>	<b>Basis of Plea</b>	All versions of bases of plea and prosecution responses	Defence/ Prosecution	
<b>D</b>	<b>Defence Statement</b>	Defence Case Statement	Defence	Defence Exhibits
<b>E</b>	<b>Charges</b>	Charges (MG4)	Prosecution/HMCTS	
<b>F</b>	<b>Case Summary</b>	Offence Report (MG5); Defence Engagement Log	Prosecution/HMCTS	
<b>G</b>	<b>Key Witness Statements</b>	IDPC and service for PTPH; Victim Personal Statement	Prosecution/HMCTS	
<b>H</b>	<b>Key Exhibits</b>	IDPC and service for PTPH	Prosecution/HMCTS	
<b>I</b>	<b>Witness Statements</b>	Full service of prosecution case; Victim Personal Statement	Prosecution	
<b>J</b>	<b>Exhibits</b>	Full service of prosecution case	Prosecution	

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<b>UND1</b>	<b>Unused - Notices and Schedules</b>	Disclosure Notice, Unused Material Disclosure schedule, and Disclosure Management Documents	Prosecution	<i>Private section visible to Prosecution, Defence, Judiciary and 'Read Only' users.</i>
<b>UND2</b>	<b>Unused - Disclosed</b>	Unused Material, Disclosure schedule, and any material being disclosed	Prosecution	<i>Private section visible to Prosecution, Defence and 'Read Only' users.</i>
<b>K</b>	<b>Transcripts ABE Interviews</b>	Including edited transcripts, clearly labelled	Prosecution	
<b>L</b>	<b>Streamlined Forensic Reports</b>	SFR 1 reports	Prosecution	SFR 2 Statements: if with IDPC then Section G, otherwise Section I
<b>M</b>	<b>Expert Reports</b>	Reports for trial including intermediary reports	Prosecution/Defence	(Reports for sentencing to be uploaded to Section T)
<b>N</b>	<b>Pre Cons</b>	Previous Conviction details	Prosecution/HMCTS	

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<b>O</b>	<b>Trial Documents</b>	Standard Witness Tables; Certificates of Readiness; Case summary and drafts; Opening speech; Schedules; s10 admissions; Ground Rules Hearing Forms; draft questions for x or xx where ordered; Ineffective Trial Forms; Written directions; Routes to verdict; Written assistance on the evidence.	Prosecution/Defence/HMCTS	Not MG5-to go in Section F  Jury Notes that have been disclosed to the parties are to go in Section PJ2
<b>P</b>	<b>Jury Material (currently out of scope)</b>		Prosecution/HMCTS/Judge	Paper Bundles are not to be scanned and uploaded - confidentially destroy once used by jury.
<b>Q</b>	<b>Applications</b>	Special measures; Hearsay; Bad character; Extensions to time; Skeleton arguments; All other applications except bail applications (which go in Section V).	Prosecution/Defence/HMCTS	All decisions to go in Section X. Bail applications go in Section V
<b>R</b>	<b>Witness Information</b>	Witness non-availability (MG10); Witness Summons	Prosecution/HMCTS	<b><i>Private section visible to Prosecution, HMCTS and Judiciary only.</i></b>
<b>S</b>	<b>PTPH Form</b>	PTPH form only	Prosecution/Defence/HMCTS/Judge	
<b>T</b>	<b>Sentence</b>	Any document prepared for the sentencing hearing to be considered by the Judge at sentence including	Prosecution/Defence/HMCTS/NOMS	Examples: pre-sentence report; psychiatric reports in

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		applications for ancillary orders on sentence.		relation to sentence; references; Court of Appeal case law. (POCA confiscation material is not to be uploaded)
<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 (tagging); Bench Warrants; Prison record of refusal to attend	HMCTS/Defence/Prosecution	Applications to be uploaded by the applicant
<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; Ground rules orders or records of adjustments for a vulnerable participant made after PTPH; Written rulings; Orders restraining publicity;	HMCTS/Judge	

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		Any official transcript of a judicial ruling.		
<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>PJ2</b>	<b>Disclosed Jury Notes</b>	Jury notes the content of which has been disclosed by the judge to the parties AND notes of a purely administrative nature (such as requests for breaks) that do not contain sensitive personal information. DO NOT upload any note unless authorised by the trial judge.	HMCTS	<b><i>Private section visible to HMCTS and Judiciary only.</i></b> Jury notes the contents of which have not been disclosed to the parties and notes of an administrative nature containing

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				sensitive personal information must be kept securely other than on the DCS.
<b>PJ3</b>	<b>NG Appeals</b>	Form NG, grounds of appeal, list of authorities, unreported cases, supporting documents, correspondence served when appeal lodged.	HMCTS	<b><i>Private section visible to HMCTS and Judiciary only.</i></b>
<b>PP</b>	<b>Private Section - Prosecution</b>	Prosecution Specific Documents	Prosecution	<b><i>Private section visible to Prosecution 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	Probation	<b><i>Private section visible to Probation only.</i></b>
<b>CACD1</b>	<b>CACD Appeal Documents</b>	Appeal documents	CACD only	<b><i>For Court of Appeal use only</i></b>
<b>CACD2</b>	<b>Private Section - CACD</b>	Appeal documents	CACD only	<b><i>For Court of appeal use only.</i></b>  <b><i>Visible to HMCTS Admin and Judge only</i></b>

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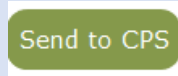
**Uploading alone does not achieve service.** Under CrimPR 4.6 any uploading must be accompanied by notifying the party to be served of the upload (including by email).

**CPS prosecutions only:** The DCS does provide a means by which the CPS can be notified as set out below. If notice is given by email or the use of the “Send to CPS” button of a self-explanatory document, then no additional covering letter is required.

## Sections within DCS that a document can be sent to CPS from

A, B, C, D, E, K, M, O, Q, R, S,  
T, V, W, X

You must wait for the green tick to be displayed after the send to CPS button has been used. CPS will only treat your uploaded document as ‘good service’ if this is done.

A green rectangular button with rounded corners and a white border, containing the text "Send to CPS" in white.

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 below, the absence of a document type does not prohibit its upload to a case where relevant to the proceedings.

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

- a) **Proceeds of Crime/Confiscation documentation;**

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**b) Indecent or pornographic material.**