

WORKING WITH DEFENCE ACCESS RESTRICTIONS

INTRODUCTION TO DEFENCE ACCESS RESTRICTIONS

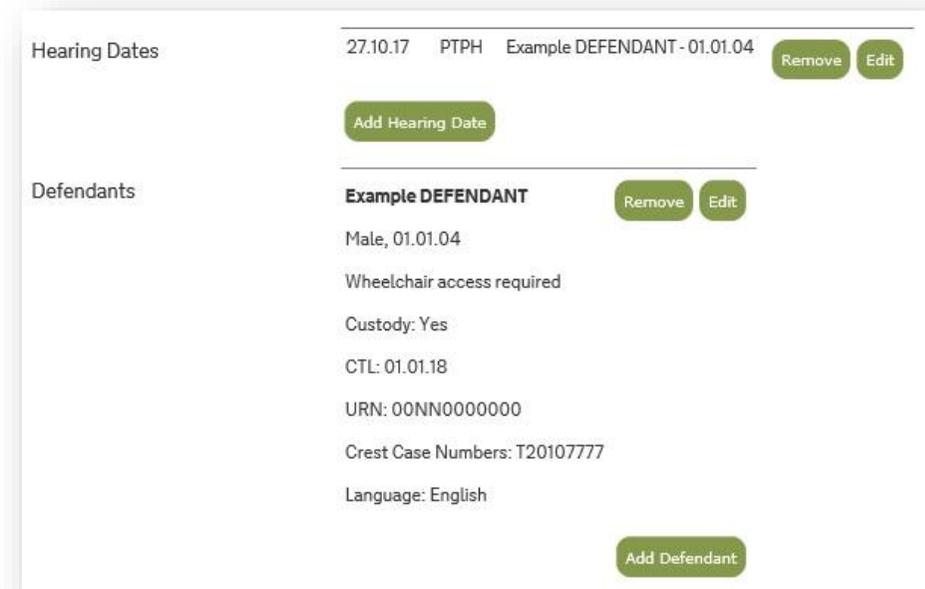
The central change to the multi-handler release of the Crown Court Digital Case System is the concept of the Defendant.

In the previous version of DCS, the Defendant was a box which was optional to fill in and had no effect on the case other than on the PTPH Form.

In the multi-handler release the Defendant is now a core component: many other parts of the DCS case can be attached allowing for privacy between co-accused and obviating the need to set up multiple cases.

Many of the fields previously on the case front page but which related to a defendant are now attached to the defendant record instead. These include case numbers, custody/bail status and CTLs, and interpreter requirements.

Below are some of the key areas where you will notice changes.

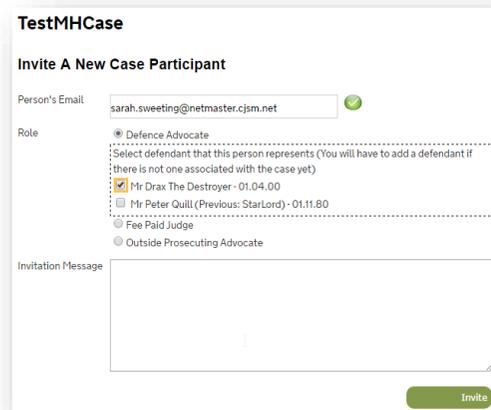


The screenshot displays two sections of the CaseLines interface:

- Hearing Dates:** Shows a table with columns for date, PTPH, and defendant name. The entry is 27.10.17, PTPH, and Example DEFENDANT - 01.01.04. There are 'Remove' and 'Edit' buttons for this entry. Below the table is an 'Add Hearing Date' button.
- Defendants:** Shows a list of defendant records. The first record is 'Example DEFENDANT' with 'Remove' and 'Edit' buttons. Below this are several fields: 'Male, 01.01.04', 'Wheelchair access required', 'Custody: Yes', 'CTL: 01.01.18', 'URN: 00NN0000000', 'Crest Case Numbers: T20107777', and 'Language: English'. At the bottom of the section is an 'Add Defendant' button.

INVITING DEFENCE ADVOCATES AND DEFENCE SOLICITORS

When inviting a user as a defence advocate, you will be required to specify which Defendants they are representing. This will then impact on what documents might be available to them.



TestMHCASE

Invite A New Case Participant

Person's Email: ✓

Role:

- Defence Advocate
- Fee Paid Judge
- Outside Prosecuting Advocate

*Select defendant that this person represents (You will have to add a defendant if there is not one associated with the case yet)

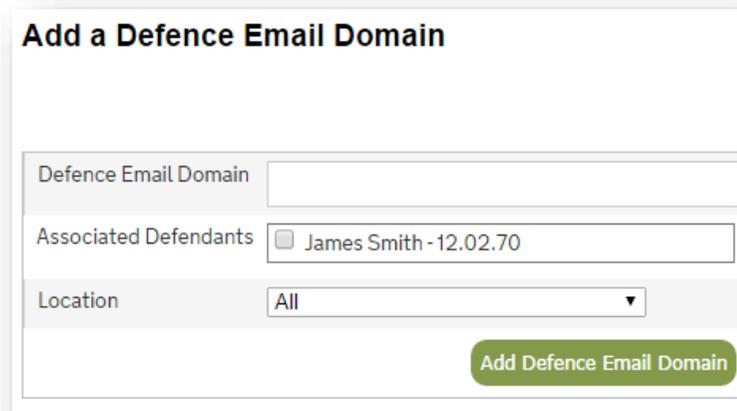
- Mr Drax The Destroyer - 01.04.00
- Mr Peter Quill (Previous: StarLord) - 01.11.80

Invitation Message:

Likewise, when granting access to a CJSM domain, you will be required to specify which Defendants the solicitors are representing. All registered users from that domain will be then able to access the case, and become associated with the selected defendant(s).



Only solicitor firms should be added by domain – never barristers' chambers, as instructed prosecuting counsel, or counsel for a co-defendant, may be from the same chambers.



Add a Defence Email Domain

Defence Email Domain:

Associated Defendants: James Smith - 12.02.70

Location:

UPLOADING TO A SECTION WITH DEFENCE ACCESS RESTRICTIONS

If the section you are uploading to has defence access restrictions (sections C, D, M, N, Q, T, U, V, UND2, CACD1 & PD) you will be required to indicate which defendant(s) should have access to the document.

Only defence users associated with defendants who have been granted access the document will be able to see it.

Defence users not users associated with defendants who have been granted access the document will not be able to view the document, nor will they be able to see the existence of the document in the index or ROCA, nor will they be able to see any notes attached to the document.

1. The Defendants that are linked to this case will be listed,
2. Select the defendants that are related to the document (s) that you are uploading but putting a tick in the relevant tick box.
3. Click Start Upload in the usual way

For cases with only one defendant, the tick box will be ticked by default.

Access must be granted to at least one defendant: if you attempt to upload a document to one of these sections without associating a defendant, you will see an error message.

Upload Document(s)

Use this page to upload one or more documents into section C: Basis of Plea.

View Section Documents
Update All Documents

Destroyer,Drax,1/4/2000
 Quill,Peter,1/11/1980

⚠ Defendant selection is mandatory for this section, please select a defendant from the list above.

Filename	Status	Size
0001 Trade Union and Labour Relations(Consolidation) Act 1992.pdf	0%	215 kb

Drag files here.

+ 1 files queued
+ Start Upload

0% 215 kb

EDITING DOCUMENT ACCESS PERMISSIONS

When you view the list of documents in a section with defence access restrictions, either by navigating to the **Section** screen and clicking on **View Documents** or by navigating to the **Index** screen and clicking on the section title, you can amend the access to a particular document.

This is done by clicking on the **Edit Access** button. This button will only be available if you have the same role* as the user who originally uploaded the document.

*Same role in the case of a defence user is one associated with the same defendant.

The **Edit Access** dialogue box will show the current Defendants in the case, and which ones have been granted access to this particular document. Amend the ticks next to the required Defendant and click on the Save and close button.

N: Pre Cons

Upload Document(s) Remove All Documents Update All Documents Audit Trail View Comments

N: Pre Cons (Created by HMCTS Admin. 2 documents, 15 pages)

Index	Name	Date	Bundle Number (31F)	Main Bundle Included-Inserted-Tabbed	Core Bundle Included-Inserted-Tabbed	Defence Restrictions
0001	Previous Convictions - Kenobi	09 Oct 17 1: N1 - N11		Yes-No-No	No-No-No	<input type="button" value="Edit Access"/> <input type="button" value="View"/> <input type="button" value="PDF"/>
0002	Previous Convictions - Skywalker	09 Oct 17 2: N12 - N15		Yes-No-No	No-No-No	<input type="button" value="Edit Access"/> <input type="button" value="View"/> <input type="button" value="PDF"/>

✕

One Defendant 1 - 01.01.70

Two Defendant 2 - 04.02.59

Save and close

SEARCHING WITHIN A CASE

When documents are ingested or uploaded into DCS all text within the documents is identified and captured allowing it to be searched on.

Typed text within scanned documents can be searched on too, as the system uses optical character recognition (OCR) to identify the text.



Please note that it is not possible to capture text within scanned hand written documents, and therefore these will be excluded from the search.

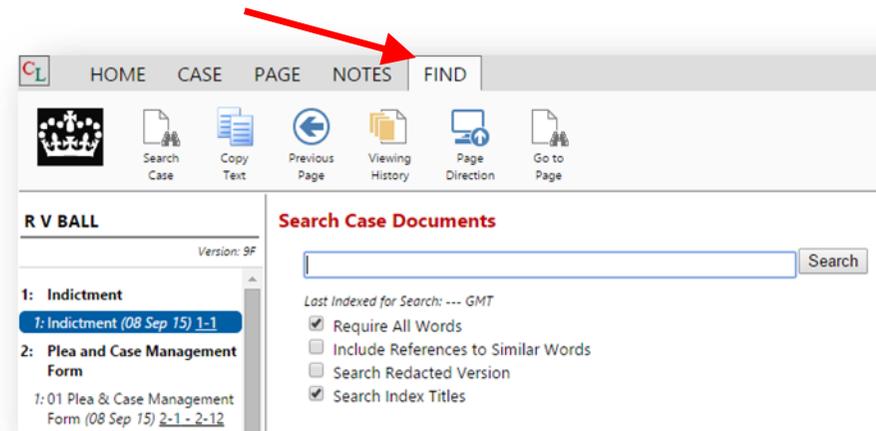
To perform a search within a Digital Case File, click on the **Find** button at the top.

Only documents that you are entitled to view will be returned in the search results.



Documents in restricted (private) sections to which you do not have access will not be returned.

In the case of defence users, documents in sections with defence access restrictions (C, D, M, N, Q, T, U, V, UND2, CACD1 & PD) will only be returned if access to those documents has been granted to the defendant to which you are assigned.



CREATING COMMENTS

There are three privacy options available to all users; **Private** (default), **Tightly Shared**, or **Widely Shared**.

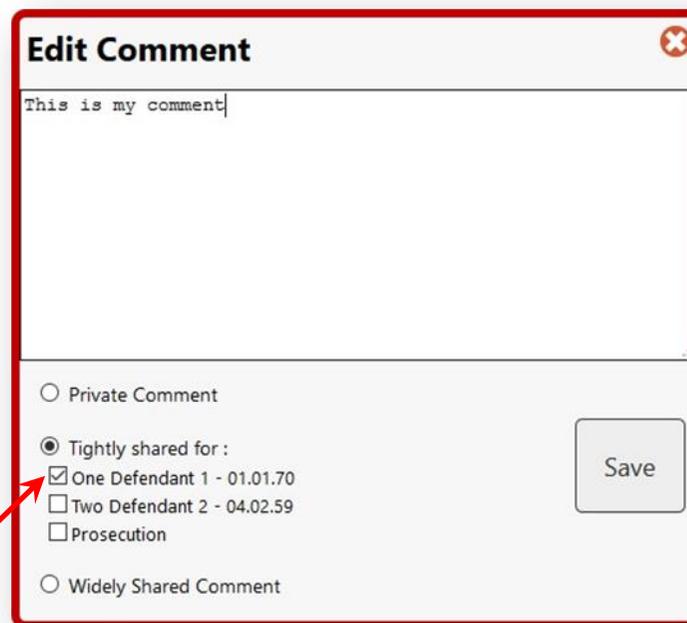
1. A **Private Comment** can only be seen by the user that created the comment, and cannot be seen by anyone else within the case.
2. A **Tightly Shared Comment** can only be seen by people within the same role type**.
3. A **Widely Shared Comment** can be seen by everyone who has access to the case.

**Role Types are:

- HMCTS Admin
- Judge (Full time Judge and Fee Paid Judge)
- CPS Admin
- Prosecution (CPS Prosecutor, Associate Prosecutor and Outside Prosecuting Advocate)
- Defence (Defence Advocate, Defence Person and Solicitor Admin)
- NOMS

For users in the defence role, tightly shared also restricts the comment to those defence users who are associated with the same defendant as you.

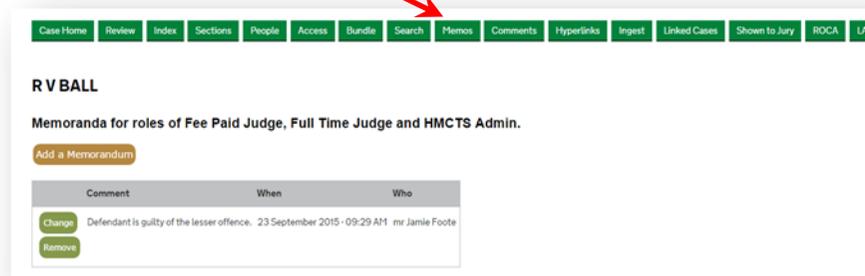
Defence users only, may increase the level of tightly sharing to include defence users associated with other specified defendants, or the prosecution (in this case both CPS Admin and Prosecution Role Types).



ACCESS TO THE MEMORANDA FOR A CASE

On this page you are first told which groups of users can also see and access this area. Who can access this area is defined by your user group and 'friends' of your user group.

If you are a Defence user, other Defence users can access this area and but will **only** see notes you make if they are assigned to **at least one** of the same defendants that you are.



Case Home | Review | Index | Sections | People | Access | Bundle | Search | **Memos** | Comments | Hyperlinks | Ingest | Linked Cases | Show to Jury | ROCA | LAA

R V BALL

Memoranda for roles of Fee Paid Judge, Full Time Judge and HMCTS Admin.

[Add a Memorandum](#)

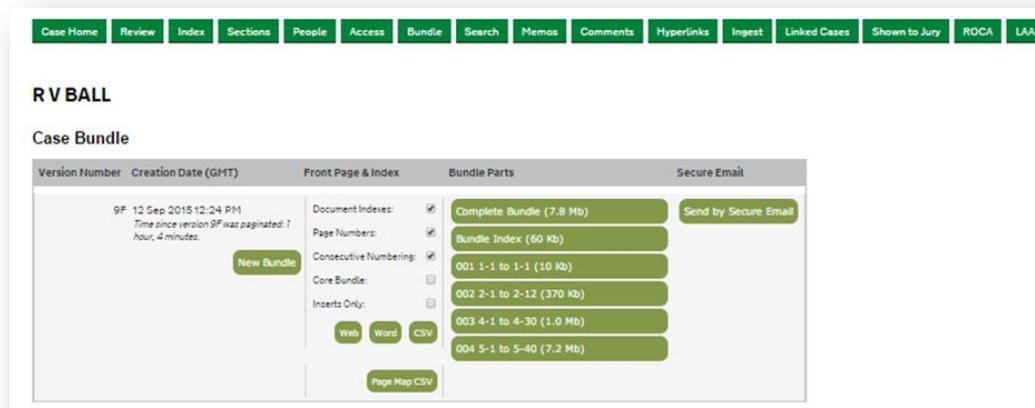
Comment	When	Who
Change Defendant is guilty of the lesser offence.	23 September 2015 - 09:29 AM	mr Jamie Foote
Remove		

DOWNLOADING THE BUNDLE

Only the core evidence will be included in the bundle and available to download.

Restricted Sections (private sections including Sections UND1 and R) and sections with defence access restrictions (C, D, M, N, Q, T, U, V, UND2, CACD1 & PD) will not be included or available.

Documents in these sections should be downloaded individually from the **Review** screen or via **View Documents**.



The screenshot shows the 'Case Bundle' interface for 'RV BALL'. The top navigation bar includes: Case Home, Review, Index, Sections, People, Access, Bundle, Search, Memos, Comments, Hyperlinks, Ingest, Linked Cases, Shown to Jury, ROCA, LAA.

RV BALL
Case Bundle

Version Number	Creation Date (GMT)	Front Page & Index	Bundle Parts	Secure Email
9F	12 Sep 2015 12:24 PM Time since version 9F was paginated: 1 hour, 4 minutes.	Document Indexes: <input checked="" type="checkbox"/> Page Numbers: <input checked="" type="checkbox"/> Consecutive Numbering: <input checked="" type="checkbox"/> Core Bundle: <input type="checkbox"/> Inserts Only: <input type="checkbox"/>	<input checked="" type="checkbox"/> Complete Bundle (7.8 Mb) <input checked="" type="checkbox"/> Bundle Index (60 Kb) <input checked="" type="checkbox"/> 001 1-1 to 1-1 (10 Kb) <input checked="" type="checkbox"/> 002 2-1 to 2-12 (370 Kb) <input checked="" type="checkbox"/> 003 4-1 to 4-30 (1.0 Mb) <input checked="" type="checkbox"/> 004 5-1 to 5-40 (7.2 Mb)	<input type="button" value="Send by Secure Email"/>

Buttons: New Bundle, Web, Word, CSV, Page Map CSV

RECORD OF DOCUMENT ACTIVITY (RESTRICTED SECTION)

Activity within one of the sections with defence access restrictions (C, D, M, N, Q, T, U, V, UND2, CACD1 & PD) will now be shown separately, with the section and related defendant highlighted in red.

Document activity will only be displayed for a particular document if access to that document has been granted to the defendant to which you are assigned.

User	Action	Document	Date	Defendants	Time (GMT)	Deleted
Mr Dan Hodges	Update	Section:N Index: 0001 Name: HODGES PRECONS Date: 28 September 2017	Friday, September 29, 2017	Hodges Dan	10:37 AM	No
Mr Dan Hodges	Create	Section:N Index: 0002 Name: PARKER PRECONS Date: 28 September 2017	Thursday, September 28, 2017	Parker Cornelia	2:12 PM	No
Mr Dan Hodges	Create	Section:N Index: 0001 Name: HODGES PRECONS Date: 28 September 2017	Thursday, September 28, 2017	Hodges Dan	2:11 PM	No
Mr Dan Hodges	Create	Section:PD Index: PD Name: Private Section - Defence Date: 28 September 2017	Thursday, September 28, 2017	Defence	2:08 PM	No

THE LAA REPORT

The **LAA** button provides a report for a particular case that provides a page count and lists the documents in each section.

Only the core evidence will be included in the LAA Report and available to download.

Restricted Sections (private sections and section R) and sections with defence access restrictions (C, D, M, N, Q, T, U, V, UND2, CACD1 & PD) will not be included.