

MEMORANDA

HOW TO USE MEMORANDA

There is an area within the case where you can leave notes and messages for other users in your user group – this area is referred to as the Memoranda and is particularly useful if you want to leave messages for subsequent users who may access this case.

For example, if you were a Judge and wanted to write a few notes for the Judge who later picks up the case.

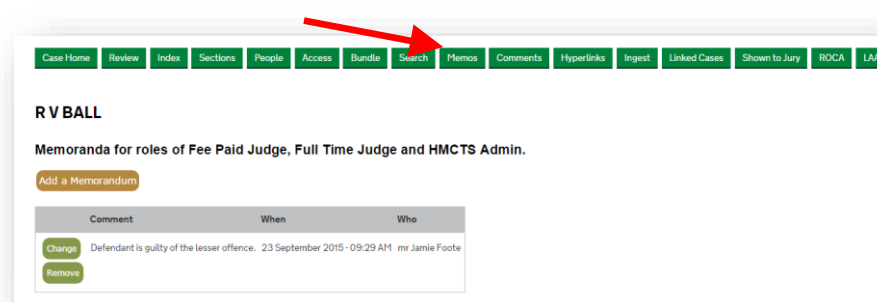
ACCESS THE MEMORANDA FOR A CASE

Memoranda can be accessed by going to the ‘Memos’ button along the top menu. It can also be accessed from the Case Home page by scrolling down and clicking on ‘Update Memoranda’.

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.

For example, if you are a Judge, other Judges and HMCTS staff can access this area; if you are CPS Prosecutor, other CPS Prosecutors and CPS Admins can access this area.

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

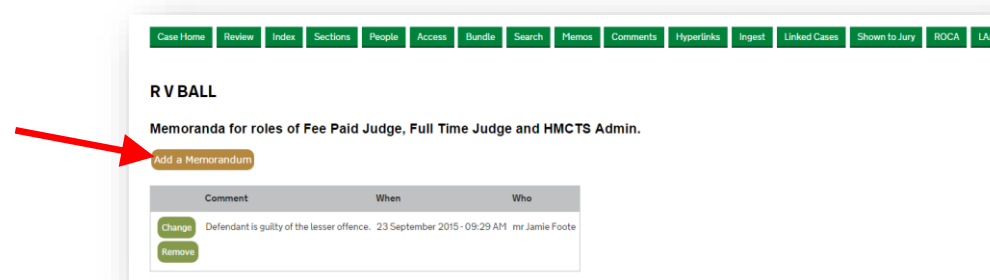


CREATE NOTES IN MEMORANDA

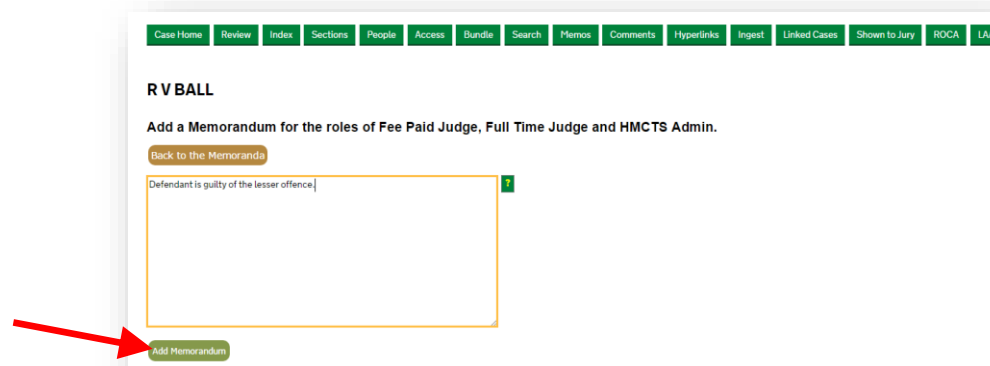
Click **Add a Memorandum** to add a new note to the Memoranda for your user group.

Then type your message in the free text box and click **Add Memorandum**.

Your note will be added.



The screenshot shows the CaseLines interface for case 'R V BALL'. The breadcrumb trail is 'Case Home > Review > Index > Sections > People > Access > Bundle > Search > Memos > Comments > Hyperlinks > Ingest > Linked Cases > Shown to Jury > ROCA > LAA'. The page title is 'R V BALL'. Below the title, it says 'Memoranda for roles of Fee Paid Judge, Full Time Judge and HMCTS Admin.' There is an orange button labeled 'Add a Memorandum' which is highlighted by a red arrow. Below this is a table with columns 'Comment', 'When', and 'Who'. The table contains one entry: 'Change Defendant is guilty of the lesser offence. 23 September 2015 - 09:29 AM mr Jamie Foote'. There are 'Change' and 'Remove' buttons for this entry.



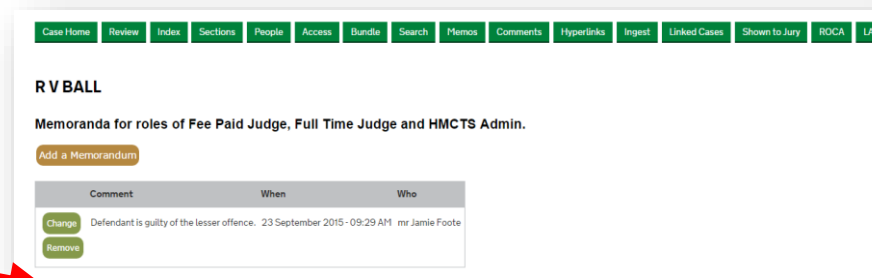
The screenshot shows the CaseLines interface for case 'R V BALL' in edit mode. The breadcrumb trail is the same as the previous screenshot. The page title is 'R V BALL'. Below the title, it says 'Add a Memorandum for the roles of Fee Paid Judge, Full Time Judge and HMCTS Admin.' There is an orange button labeled 'Back to the Memoranda'. Below this is a large text area containing the text 'Defendant is guilty of the lesser offence|'. At the bottom of the text area is a green button labeled 'Add Memorandum' which is highlighted by a red arrow.

EDIT & REMOVE NOTES

To edit this note, click the 'Change' button.

To remove the note, click 'Remove'.

You are only able to edit and remove notes made by you personally.



The screenshot shows a web interface for CaseLines. At the top, there is a navigation bar with buttons for Case Home, Review, Index, Sections, People, Access, Bundle, Search, Memos, Comments, Hyperlinks, Ingest, Linked Cases, Shown to Jury, ROCA, and LAA. Below this, the page title is "R V BALL" and the subtitle is "Memoranda for roles of Fee Paid Judge, Full Time Judge and HMCTS Admin." There is an "Add a Memorandum" button. Below that is a table with columns for Comment, When, and Who. The table contains one entry: "Defendant is guilty of the lesser offence." with a timestamp of "23 September 2015 - 09:29 AM" and the user "mr Jamie Foote". To the left of this entry are two buttons: "Change" and "Remove". A red arrow points to the "Change" button.

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