

MANAGE THE EDITABLE INDICTMENT IN DCS

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The Indictment is now accessible to edit within the DCS by users of role CPS Staff and External Prosecutor only.

ACCESSING THE INDICTMENT EDIT FUNCTION

The Indictment edit can be accessed by CPS Staff and External Prosecutor DCS user roles by clicking on the green **Indictment** button.



EDITING THE INDICTMENT

Clicking on the green **Indictment** button will place the most recent Indictment into a text and format editor box where changes can be made.

Users have access to basic Word editing tools including:

- Bold
- Italics
- Underline
- Alignment
- Signal font which can be sized
- Bullet points
- Undo
- Redo
- Cut and paste commands

Click on **Preview** to view changes.

The screenshot shows a web-based text editor for creating an indictment. At the top, there is a toolbar with a 'Formats' dropdown menu and icons for Bold (B), Italic (I), Underline, and various alignment options. Below the toolbar is a large text area with a dashed border, containing the following text:

No. _____

INDICTMENT

IN THE CROWN COURT AT GUILDFORD

THE QUEEN - v - LUKE SKYWALKER, HAN SOLO, LEIA ORGANA and OBI WAN KENOBI

LUKE SKYWALKER, HAN SOLO, LEIA ORGANA and OBI WAN KENOBI are charged as follows:

STATEMENT OF OFFENCE

ROBBERY, contrary to section 8(1) of the Theft Act 1968.

PARTICULARS OF OFFENCE

LUKE SKYWALKER, HAN SOLO, LEIA ORGANA and OBI WAN KENOBI on the 1st day of January 2017 robbed Adam APPLE of the Millenium Falcon.

At the bottom right of the text area is a green button labeled 'Preview'. A red arrow points to this button. Another red arrow points to the 'Formats' menu in the toolbar.

UPDATE AND SERVE THE EDITED INDICTMENT

On clicking the **Preview** button, the amended indictment can be previewed. If further edits are required, then click the **Update** button to return to the text and format edit box.

To save the amended indictment and publish it to the indictments section (B) of the bundle, click on the **Serve** button.

The Updated Indictment will be saved with the time/date and the word “(amended)” in the document title.



Preview New Indictment

CC DCS-MH_29 Test 1

Instructions: Review the text of the new indictment below. Then click on the 'Serve' button to place this indictment in the Indictment section of this case. To return to the update screen click on 'Update'.

No.

INDICTMENT

IN THE CROWN COURT AT GUILDFORD

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LUKE SKYWALKER, HAN SOLO, LEIA ORGANA and OBI WAN KENOBI on the 1st day of January 2017 robbed Adam APPLE of the Millennium Falcon.

Officer of the Court

URN: 45CP0123417

Update Serve