

## What does the interface between DCS & CPS Case Management System (CMS) mean?

The Crown Court Digital Case System (DCS) is in its purest form a digital replacement of the “paper file”. Since the pilot’s in 2015 the Crown Prosecution Service have been uploading additional case material into DCS. CPS have their own database and case management system (CMS) and case material is produced via CMS and then uploaded manually into relevant DCS section.

Manual uploading volumes of case material is time consuming and cumbersome and for some months the suppliers of DCS worked with the IT suppliers of the CPS CMS system to progress an interface that allowed CMS to “talk” to DCS: transmitting case material seamlessly from CMS to DCS without lots of manual intervention and allowing material to be sent back to CMS (two way interface).

The interface was released into the DCS live and training environments on the 25<sup>th</sup> of April 2016 and the main changes were as follows:

- Allows CPS to serve case material from CMS into the correct case on DCS by the “click of a button”
- Allows HMCTS, defence DCS users to send certain case material; e.g. amended indictments, defence case statements, judges orders back into CMS at the “click of a button”.
- Sending appropriate material back into the CMS system creates a “task” within CMS prompting the CPS to take the necessary action.
- PTPH form is automatically sent back to CPS once the Judge clicks on PDF to save, exports to section S and Judges Orders by clicking on “update case sections”.

DCS users should have seen little impact on how they use and interact with the DCS when the interface went live. The main requirement on DCS users is ensuring that where they upload material into DCS that the document is “sent to CPS” if the button is presented adjacent to the document in DCS section.

**Service of material on the Crown Prosecution Service is only effective when a user uploads the material into DCS; e.g. defence case statement and then clicks on the “send to CPS” button and DCS presents a green tick to confirm document served via the interface on the CPS.**

## SENDING DOCUMENTS FROM DCS TO CMS

A document can be sent back to CMS from DCS from either the Index contents page or from the relevant section.

## INDEX CONTENTS PAGE VIEW

DCS User clicks on the index button from the green button options after selecting “Update Case”



Index

E: Charges (Created by HMCTS Admin. 1 document, 1 page)	
0001: BALL, Jenny Charges MG4 8 8 2011	11 Apr 16 1: E1 View PDF Send to CPS Open Original (.docx)
F: Case Summary (Created by HMCTS Admin. 1 document, 1 page)	
0001: BALL, Jenny Case Summary MG5 19 09 2011	11 Apr 16 1: F1 View PDF Open Original (.docx)
G: Key Witness Statements (Created by HMCTS Admin. 13 documents, 39 pages)	
0001: CAREY, Will Statement MG11 19-08-11	11 Apr 16 1: G1 - G2 View PDF Open Original (.docx)
0002: CRAMER, K P Statement MG11 23-08-11	11 Apr 16 2: G3 - G5 View PDF Open Original (.docx)
0003: CREWE, D C Richard Statement MG11 05-09-11, 2	11 Apr 16 3: G6 View PDF Open Original (.docx)

## SECTIONS CONTENT VIEW

DCS User clicks on the Section button from the green button menu after selecting “Update Case”

Sections



K: Transcripts ABE interviews

[Upload Document\(s\)](#)
[Remove All Documents](#)
[Update All Documents](#)
[Audit Trail](#)
[View Comments](#)

K: Transcripts ABE interviews, (Created by HMCTS Admin, 1 document, 1 page)

	Index	Name	Date	Bundle Number (5F)	Main Bundle Included-Inserted-Tabbed	Core Bundle Included-Inserted-Tabbed	Security Level	
	0001:	BALL, Jenny Transcript 19 09 2011	11 Apr 16	1: K1	Yes-No-No	No-No-No	0	<a href="#">Move</a> <a href="#">Remove</a> <a href="#">View</a> <a href="#">PDF</a> <a href="#">Send to CPS</a>

## WHAT SECTIONS IS IT POSSIBLE TO SEND A DOCUMENT FROM DCS TO CMS FROM?

The sections that it is possible to send a document to CPS from are:

Section A Magistrates' Sending Sheet

Section B Indictment

Section C Basis of Plea

Section D Defence Case Statement

Section E Charges

Section K Transcripts ABE Interviews

Section M Expert reports

Section O Trial documents

Section Q Applications

Section R Witness Information

Section S PTPH Form

Section T Sentence

Section V Bail and Custody Conditions


Section W Court Final Orders

Section X Judges' Orders/Directions

In addition, the PTPH form is automatically sent to CPS when the “update sections” button is pressed in the editable PTPH screen.

## WHAT TYPES OF DOCUMENTS WILL I NEED TO SEND BACK TO CMS?

### PTPH Form:

All users **must** use the editable PTPH button which is accessed from the “update case” button when the case is selected after searching. Defence must complete the editable form prior to PTPH hearing with the Judge completing Part 2 ideally during the hearing. The Judge will then click on the PDF  button and export the completed PTPH form to section S. This action automatically sends the completed form back to CPS CMS system.

### Examples (not fully inclusive list of all documents that need to be sent to CPS)

Section C Basis of Plea – All versions of basis of plea whether agreed or not. Defence will be required to select the “send to CPS” button.

Section D Defence Case Statement – Defence will select the “send to CPS” button.

Section K Transcripts ABE Interviews – Edited versions of the ABE interviews will need to be uploaded into Section K and user making the edit’s is required to send the edited version to CPS.

Section M Expert reports – Users loading documents that have not already been served by CPS from CMS is required to select the “send to CMS” button.

Section O Trial documents – e.g. opening speeches, s10 admissions, case summary (not MG5) including drafts – user uploading selects “send to CPS” button.

Section Q Applications – CPS will serve applications directly over the interface into Section Q and send email to defence and HMCTS that action required. Defence applications are loaded directly into Section Q. The defence are then required to select the “send to CMS” button to alert CPS that the application requires attention (sending to CMS raises a task on CPS system) and send an email to HMCTS notifying them that an application is uploaded into DCS and requires action.

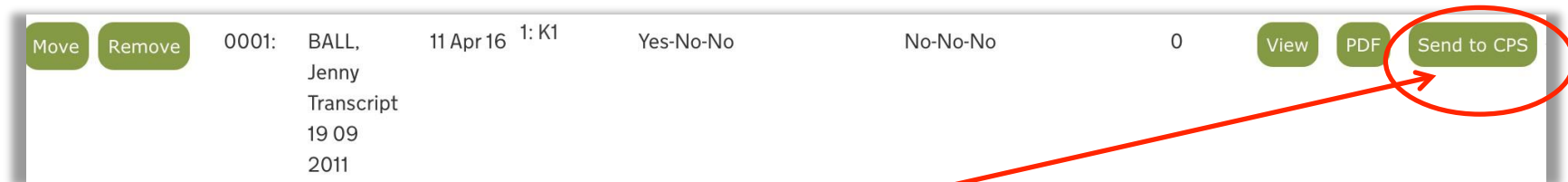
Section X Judges’ Orders/Directions – HMCTS are required to upload (as previous practice) outcomes of applications referred to judiciary administratively or made in court to Section X, and then use the “send to CPS” button to send the order to CMS system.

HMCTS continue to follow existing practice by sending defence an e-mail with the outcome of their application.

Updated HMCTS SOP’s and Job Cards were circulated under separate cover along with additional guidance on indictments, applications, additional case material processes post DCS/CMS Interface.

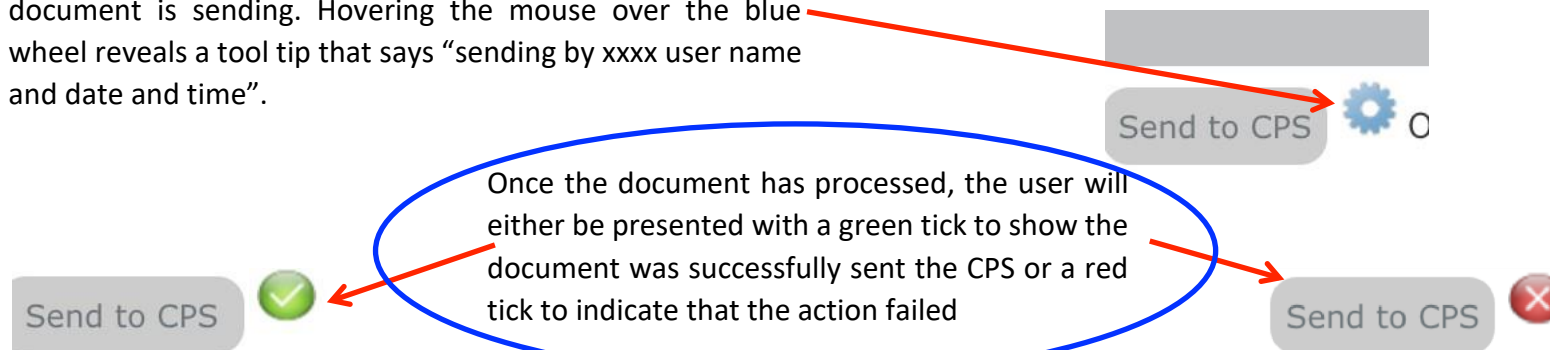
## HOW DO I SEND A DOCUMENTS FROM DCS BACK TO CMS?

To send a document back from DCS into CMS a user must navigate to the relevant Section and then select the document to be sent back to CMS



The DCS user then clicks on the “Send to CPS” button.

DCS presents the user with a spinning “blue wheel” whilst the document is sending. Hovering the mouse over the blue wheel reveals a tool tip that says “sending by xxxx user name and date and time”.






**A document can only be sent back to CPS once**

## HOW DO I SEND A DOCUMENTS FROM DCS BACK TO CMS?

DCS will present a “history trail” when the user hovers over the blue wheel during send to CPS process and, if the user hovers over the red cross or green tick that advise if send to CPS has been successful.

Hovering the mouse over the blue wheel, green tick or red cross reveals a tool tip that says “sent by xxx username, date and time”.

7F)	Main Bundle Included-Inserted-Tabbed	Core Bundle Included-Inserted-Tabbed	
	Yes-No-No	No-No-No	View PDF Send to CPS Open Original (.docx)
	Yes-No-No	No-No-No	View    Sent by: annmeatyard On: 4/2/2016 10:24:03 AM
	Yes-No-No	No-No-No	View PDF Send to CPS 