CREATE A CASE

CREATE A CASE ON DCS

To create a case go to **View Case List** located in menu bar at the top of the web page.

Click **Create a Case**.

ℹ️ *HMCTS Admin, CPS Admin and Judges are the only users who will be authorised to create cases in DCS.*

Give the case a name, put in the **URN** and populate the Crest Case Numbers field.

Choose the **Court House** location.
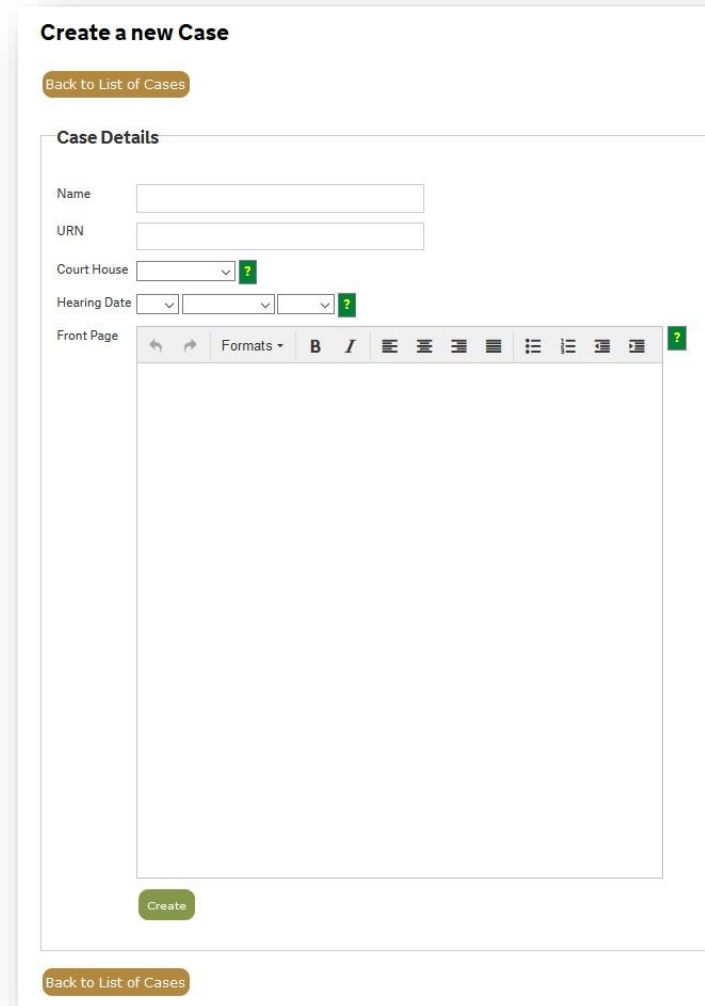
ℹ️ *The Court House field must be filled in as it will affect which users will have access to the case upon creation of the case.*

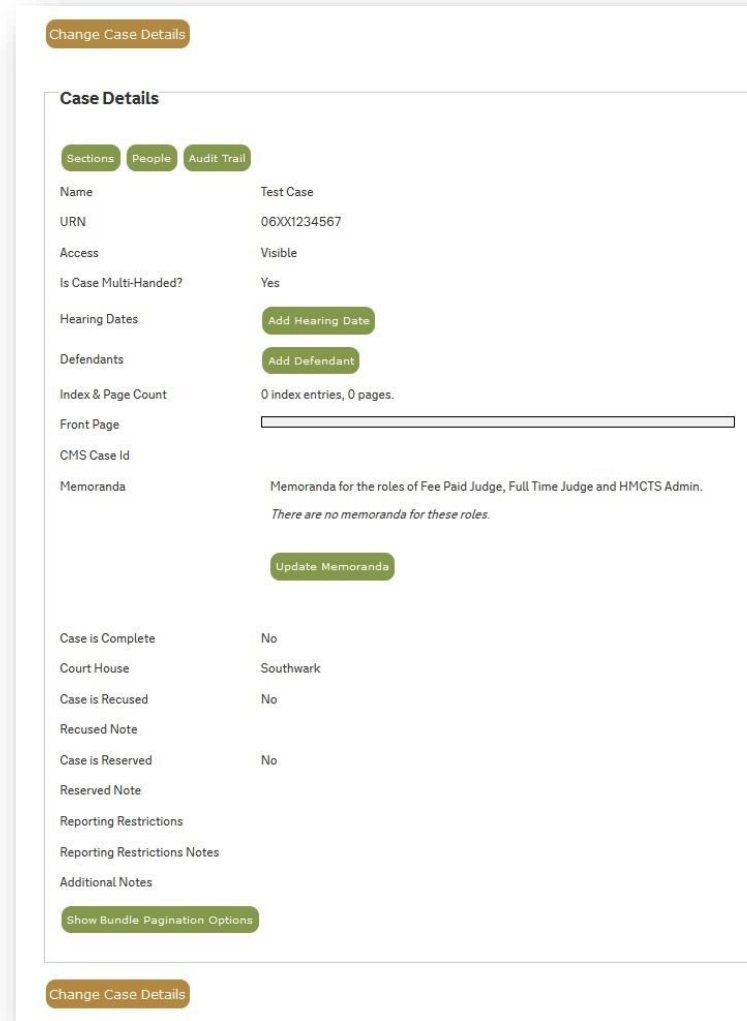Add any extra information required on the Front Page.

ℹ️ *The Front Page does not necessarily need to be filled in as this is only visible when the bundle is printed. If necessary, this can be edited at any stage once the case is created.*

Click **Create** to create the case.

Create a new Case

Back to List of Cases

Case Details

Name

URN

Court House

Hearing Date

Front Page

Formats ▾ **B** *I*

Create

Back to List of Cases

Once you've created the case you can then edit the case details by clicking on **Change Case Details**.

Change Case Details

Change Case Details

Case Details

Sections | People | Audit Trail

Name	Test Case
URN	06XX1234567
Access	Visible
Is Case Multi-Handed?	Yes
Hearing Dates	Add Hearing Date
Defendants	Add Defendant
Index & Page Count	0 index entries, 0 pages.
Front Page	
CMS Case Id	
Memoranda	Memoranda for the roles of Fee Paid Judge, Full Time Judge and HMCTS Admin.
	There are no memoranda for these roles.

Update Memoranda

Case is Complete	No
Court House	Southwark
Case is Recused	No
Recused Note	
Case is Reserved	No
Reserved Note	
Reporting Restrictions	
Reporting Restrictions Notes	
Additional Notes	

Show Bundle Pagination Options

Change Case Details

ADD A DEFENDANT TO A CASE

Once you have created a case, you must input the details of at least one defendant by clicking on the **Add Defendant** button.
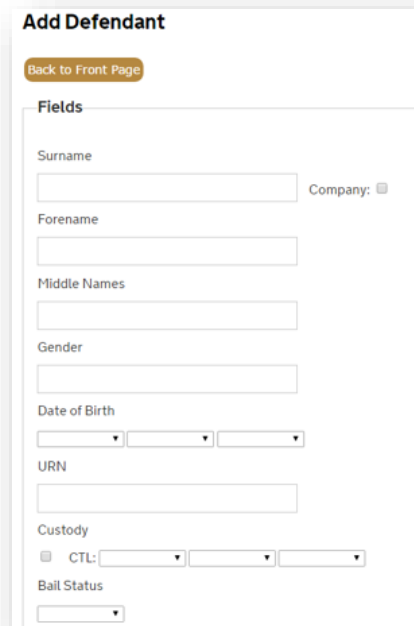
The form that then opens up allows you to enter a Defendants details.

Mandatory fields for an individual are:

- Surname (in capitals)

- Forename

- Date of Birth

- URN

If your defendant is a company, the mandatory fields change to be:

- Surname (which would be company name)

- URN

The Crest Case Number is now attached to the defendant record so must be entered here to allow for searching by case number.

Multiple case numbers may be entered for combined trial and committal for sentence files.
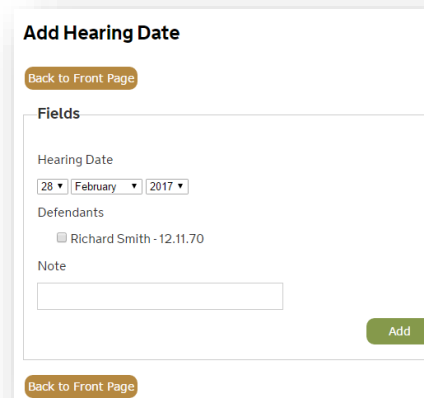
When you have entered the relevant details, click **Add**.

To create multiple defendants, click **Add Defendant** again and complete the relevant details.

ADD A HEARING DATE TO A CASE

From the case details screen, click on **Add Hearing Date.**

When you add a hearing date to a case, you can reference which defendant a particular hearing relates to. Then click on **Add**. The case details screen will display any hearing dates and the defendant that they relate to.

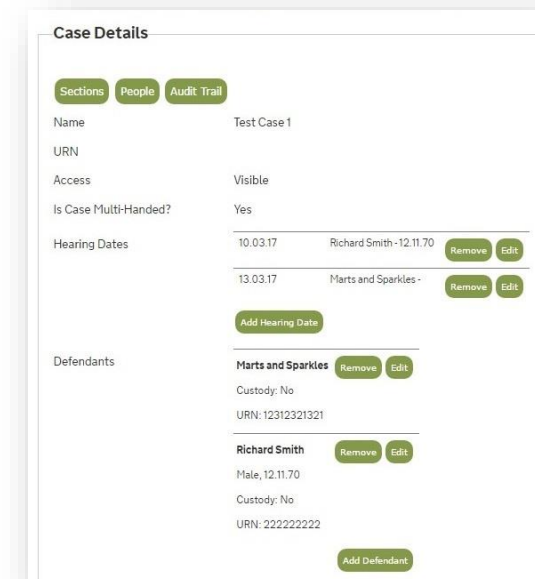**Add Hearing Date**

Back to Front Page

Fields

Hearing Date

28 ▼ February ▼ 2017 ▼

Defendants

☐ Richard Smith - 12.11.70

Note

[   ]

Add

Back to Front Page

Case Details

Sections People Audit Trail

Name	Test Case 1
URN	
Access	Visible
Is Case Multi-Handed?	Yes
Hearing Dates	10.03.17 Richard Smith - 12.11.70 Remove Edit
	13.03.17 Marts and Sparkles - Remove Edit
	Add Hearing Date
Defendants	**Marts and Sparkles** Remove Edit
	Custody: No
	URN: 12312321321
	Richard Smith Remove Edit
	Male, 12.11.70
	Custody: No
	URN: 222222222
	Add Defendant