

CHANGING A CASE TO MULTI-HANDED

WHEN TO CHANGE A CASE TO MULTI-HANDED

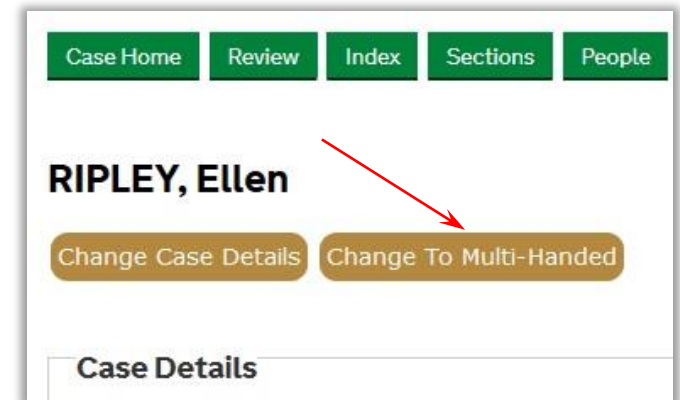
The Multi-Handed release of DCS allows defence users and documents to be associated with defendants, maintaining confidentiality between different defendants and permitting cases with multiple defendants. This functionality is *only* available on cases created after the “Go Live” date. Existing cases at the “Go Live” date will continue to be single handed cases and behave as previously.

Multi-Handed DCS contains functionality that enables old cases in non-Multi-Handed format to be converted into Multi-Handed cases. The button to do this is located on the Case Home screen and is only available to HMCTS Admin users.

Existing cases should proceed in their old format. Cases should not be converted into Multi-Handed solely to take advantage of multi-hander functionality.

The case conversion functionality is provided to enable the management of transitional cases. These are cases where a defendant is received and input by the Crown Court under the previous release of DCS; subsequently a co-defendant is received after the “Go Live” date requiring a multi-handed case. The old case can be converted to Multi-Handed and the co-defendant added, or, if the new defendant’s case has been created already, the old case can be converted to Multi-Handed and then the two cases merged.

Only cases with a single defendant should ever be converted into Multi-Handed: never wraparound files containing multiple defendants.



CHANGING A CASE TO MULTI-HANDED - PREREQUISITES

Converting a case to Multi-Handed will remove some of the fields from the front of the case front page which relate to the defendant. Any data in these fields will be permanently deleted. These fields are:

- Crest Case Number
- Custody tick box
- CTL
- Bail status
- Interpreter Information
- Language [interpreter]
- Other [interpreter]

Any data in these fields **must** therefore be copied into the respective fields of the defendant record before the case is converted.

Additionally, some of the fields in the defendant record are mandatory in a Multi-Handed case. These **must** be completed to allow conversion. These fields are:

- Surname (or company name if company tick box is checked)
- Forename (unless company tick box is checked)
- Date of Birth (unless company tick box is checked)
- URN

The image shows two side-by-side screenshots of the 'Defendants' section in the CaseLines system. The left screenshot has a large red 'X' overlaid on it, indicating an error or failure. The right screenshot has a large green checkmark overlaid on it, indicating success. Both screenshots show a list of defendants with their details and buttons to 'Remove', 'Edit', and 'Add Defendant'.

Defendant Name	Gender	Date of Birth	Bail Status	Custody	URN	Crest Case Numbers
Arthur DENT	Male	14.08.73	Unconditional Bail	No	01EG0001238	T20180018
Ford PREFECT	Male	13.04.65	Unconditional Bail	No	01EG0001238	T20180018



If there is no defendant attached to the case, or if there are multiple defendants attached to the case (which could happen when a PTPH Form is uploaded), the associations and permissions will not be set on conversion. The defence users will therefore not have access to documents in sections with defence access restrictions. Any additional defendant records must be removed prior to conversion

Only when all the fields are correct should the case be converted to Multi-Hander.

CHANGING A CASE TO MULTI-HANDED - EFFECT

When the case is converted to multi-handed:

- Any pre-existing defence users will be associated with the defendant.
- Defence access restrictions will be applied to sections C, D, M, N, Q, T, U, V & PD.
- Access permissions will be granted to the defendant in relation to any pre-existing documents in the above sections.
- Any memoranda entries will be associated with the defendant.
- Any tightly shared comments will be associated with the defendant.
- Additional defendants may now be added to the case.
- The case may be merged with other Multi-Handed cases.