

## Crown Court Digital Case System



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# PTPH2 THE REVISED PTPH FORM A GUIDE FOR PRACTITIONERS

Issued by the office of the Senior Presiding Judge

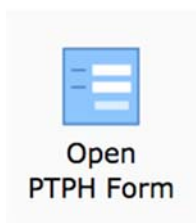


PTPH

**This guide is quite long but, for those familiar with PTPH1,  
should not take a great deal of your time.**

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## Introduction

A revised PTPH form referred to here as PTPH2 has been authorised by the Lord Chief Justice to replace the original PTPH form for new cases, starting from 22 July 2019. A Word version of the form is available to view and download here:

<https://www.justice.gov.uk/courts/procedure-rules/criminal/forms>

Alongside that, the online PTPH form on the Digital Case System (DCS) has been replaced with a new online PTPH2 form that has more functionality.

After that date whether you see the original PTPH1 form or the new PTPH2 form will depend on which means the CPS used to upload information and so there will be an overlap period.

Use whichever form opens when you click on  or, now, 

The court has an obligation actively to manage the case with the assistance of the parties and the form is a tool to do that. For the parties it is a convenient place to record key information that might otherwise have to be sent in other ways.

PTPH2 should be clearer, easier to use and some key dates will be auto inserted. The PDF version uploaded to the Judges' Orders section of the DCS will be much clearer. It remains the case that there is a single form for all cases.

If you want to you can try out the PTPH2 form on the DCS Training Site before you use it in a real case. On the main DCS front page click on Guidance and then on that page you will find this section

**Training**

The [training website](#) mirrors the functionality of the live site, and allows users to practice in a safe environment. You must [register](#) for this as it is separate from the live site.

Check the [quick reference guides and interactive training videos](#), for training.

As well as the training site there are links to the range of technical guides to all aspects of the DCS.


## What is happening?

The following changes to the PTPH form were implemented as a result of past consultation responses and users' suggestions made through HMCTS and Judicial Office channels.


### Easier navigation

- There is now a PTPH button in the grey menu for easier access to the online PTPH form
- The grey side panel that allows for easy movement between sections rather than scrolling up or down has been simplified so that each of the sections is easy to see.

### Changes to information provided by the prosecution

- A Date of Sending field has been added to the defendant details table to be completed by the Crown Prosecution Service.
- An additional question has been added to the Prosecution Information for PTPH: 'Has a Disclosure Management Document been provided?'
- The 'Prosecution Witnesses Required to Attend' table has been relocated to the judicial area of the form; the prosecution is required to complete its parts of the table. Where an intermediary is known at the PTPH, either for a witness or the defendant, details should be inserted in the section below the witness table so that the availability of the intermediary can be considered in setting the trial date.
- Visual cues (  ) highlight answers of concern to the judge, so that he/she can identify those responses requiring attention at a glance.



### Changes to information provided by the defence

- There are some additional questions for the defence. These ask the defence to identify defendants who are young, vulnerable or a victim of modern slavery so that appropriate orders or investigations can be made at PTPH.
- The form also makes provision for the defence to indicate whether a served DMD is adequate and if not why not, and also to identify reasonable lines of enquiry and to identify what they say is the appropriate "level of extraction" from mobile devices and computers.
- The "Prosecution Witnesses Required to Attend" table has been relocated to the judicial area of the form. The defence are still required to complete their parts of this table. Where an intermediary is known at the PTPH, either for a witness or the defendant, details should be inserted in the section below the witness table so that the availability of the intermediary can be considered in setting the trial date.
- Where a defendant is under 18, or vulnerable in other ways, the defence should consider what orders should be made at PTPH to address this using the section for young/vulnerable/intimidated defendants.
- Visual cues (  ) highlight answers of concern to the judge, so that he or she can identify those responses requiring attention at a glance.

### Single ‘Prosecution Witnesses Required to Attend’ table

- There is now a single ‘Prosecution Witnesses Required to Attend’ table which is positioned early in the judicial orders area, but to which all parties should contribute.
- There is provision to record information about intermediaries known at PTPH.

### Sections that can be expanded only when required

- Some parts of the judicial orders section will only be needed in some cases. When needed these sections may be expanded using the green expand buttons, or removed using the red contract buttons.  
- This allows the PTPH form to adapt better to reflect the complexity of the case; a basic PTPH form in more straightforward cases, with a lengthier form in more complex cases.
- When the PTPH Form is published to the case bundle as a PDF, any sections in a “removed” state will be omitted from the order.
- Removal of a section will result in any data that has been entered being deleted. If this is to happen the user is warned before being allowed to proceed.

### Directions not applicable to the case

- Some of the directions within the four stages, and in some other places, may not apply to the case.
- Each such direction has a tick box labelled “N/A” to the left of it. Placing a tick in this box will mark the direction as not applicable to the case.
- When the PTPH Form is published to the case bundle as a PDF, any directions marked as not applicable will be omitted from the order.

### Updated content

- Some judicial directions are expressed differently as a result of legal or procedural changes implemented since the original PTPH Form was introduced.
- The sections by which orders for Section 28 cases have been revised. There are now separate sections for vulnerable witnesses and intimidated witnesses.
- There is also a new section by which the court can make appropriate orders for young or vulnerable defendants.

### Auto completion of Stage dates

- A Date of Sending field has been added to the ‘defendant details’ table. In conjunction with the remand status, this allows auto calculation of the dates for stages 1 & 2. The judge may choose to alter these.
- Where a case has more than one defendant, stage dates are calculated for each, having regard to different combinations of remand status and sending date. The earliest in time is then used. Weekends and public holidays are accounted for in the stage date calculations.

### Two-month calendar

- When a date box opens, the calendar shown displays two months arranged vertically, allowing for easier calculation of 14 or 28 days.

### Cosmetic changes

- Colour coding is now consistent with the paper form and parties can clearly see those sections which are for them to complete.
  - Prosecution - Blue
  - Defence - Green
  - Judicial - Pink
- All text form fields are expandable.
- The PDF form published into the case bundle has been remodelled to give it a cleaner appearance.

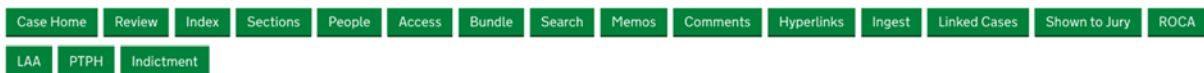
### PDF/Publish button changes

- The buttons have been changed to ‘Save’ and ‘Save and Publish’
- Defence users should use the **save** button at the top of the form when they have completed their edits. The ‘save and publish’ button will not be visible to them.
- only Judicial users will use the **save and publish** button at the top of the form when they have completed their edits at the PTPH hearing

To facilitate effective engaged hearings the SPJ recommended that lists should have no more than 8 PTPH in a morning session and 4 in the afternoon.

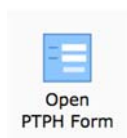
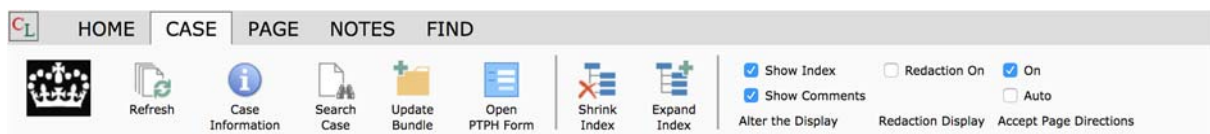
## Opening the PTPH2 Form

As before the online PTPH form can be accessed from the green menu.



Clicking on **PTPH** opens the PTPH form in a new window.

But there is now a more direct route from the grey Review menu.



There is now an “Open PTPH Form” button within the options on the “Case” tab. Clicking on that will open the PTPH form in a new window.

## Navigating the PTPH2 form

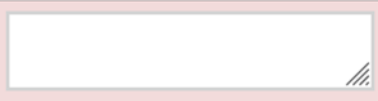
Defendant Details
Contact Details
Prosecution Information
Defence Information
Witness Table
Pleas
Trial
Stage 1
Third-Party Disclosure
Stage 2
Stage 3
Stage 4
Pre-Arrest FCMH
Section 28
FCMH
Pre-Trial Preparation

The grey side menu has been shortened to make it easier to use. If you prefer not to scroll back and forth, - click on an item to go to that section.

You will find it much easier to use the form if you use a mouse.


You will see that some sections of the form do not appear on the grey side menu. That is deliberate in order to keep it short so you don't need to scroll up and down within it.

It is worth knowing that with any box into which you can type text you can type as much as you like, within reason. The box will not automatically expand as you type but if you want to see all that you have typed use your mouse on the diagonal lines at the bottom right and you can drag open the box to read all the text in it.



## The PTPH2 form


Here is the form for the fictional case of John and Sarah ATKINS.

<b>Plea &amp; Trial Preparation Hearing Form</b> 				
The pre-hearing information form must be completed for all cases sent to the Crown Court where a trial is anticipated unless the case is expressly exempted by the CrimPR or CrimPD.				
Defendant	Principal Charges	Remand Status	Custody time limit	Date of Sending
John ATKINS 16/11/1974	Robbery	<input type="radio"/> Unconditional Bail <input type="radio"/> Conditional Bail <input checked="" type="radio"/> Custody <input type="radio"/> Youth Det. Remand	27/12/2019	11/04/2019
Sarah ATKINS 14/11/1992	Assisting an offender	<input type="radio"/> Unconditional Bail <input checked="" type="radio"/> Conditional Bail <input type="radio"/> Custody <input type="radio"/> Youth Det. Remand	Select Date	11/04/2019

You will see that the sending date has been included, as has the Custody Time Limit date for John ATKINS who is in custody. Because the form has the sending dates and “knows” that a defendant is in custody the Stage 1 and Stage 2 dates have been calculated and auto-inserted.

There are the usual sections for Prosecution and Defence contact information. The parties are required to nominate a case progression officer CrimPR 3.4

After the contact information is the Prosecution information. This is similar to PTPH1 which had a checklist of the items required to be served under CrimPD I 3A12. There are some additional elements including whether the prosecution has served a Disclosure Management Document, and whether the prosecution believes that a third party holds potentially disclosable material and, if so will they be making enquiries.

<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	The prosecution has to provide information on a number of topics. If the answer, whether yes or no, raises an issue that may need to be addressed an orange warning triangle will show to draw attention to it.
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Prosecution Information for PTPH	Yes/No/N/A	If not yet served they can be served by/Notes;
Draft Indictment	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Summary of circumstances of the offence(s) and of any account given by defendant(s) in interview (this may be in Form MG5).	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Statements identified by prosecution as being of importance for the purpose of plea and initial case management.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Exhibits identified by prosecution as being of importance for the purpose of plea and initial case management.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Relevant CCTV that would be relied upon by prosecution at trial	<input type="radio"/> Yes  <input checked="" type="radio"/> No <input type="radio"/> N/A 	CCTV not yet received from forensic digital services
Streamlined Forensic Report(s) or indication of scientific evidence that the prosecution is likely to introduce	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Indication of medical evidence that the prosecution is likely to introduce	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Indication of other expert evidence that the prosecution is likely to introduce	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Indication of bad character evidence to be relied on	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Indication of any hearsay evidence to be relied on	<input type="radio"/> Yes  <input checked="" type="radio"/> No <input type="radio"/> N/A 	Not yet decided - health of witness currently unclear
Indication of special measures to be sought	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Defendant's criminal record if any	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Victim Personal Statement if any	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Has a Disclosure Management Document been provided?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 	
Does the Prosecution believe that any third party holds potentially disclosable material?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 	
Will the prosecution be making enquiries to review that material?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 	

## The real issues in the case







As before the form asks about the real issues in the case and about any SFR1 forensic reports.



The form also asks the defence to highlight:

- Defendants under 18 – not least because the court has an obligation to consider what measures to put in place to secure participation;
- Defendants vulnerable for reasons other than youth – again because the court has an obligation to consider them.
- Whether it is alleged that a defendant is a victim of modern slavery. This is important so that consideration can be given to whether the prosecution should continue and/or whether the defendant is alleging a defence under s.45 of the Modern Slavery Act.

Was the defendant under 18 at sending?	<input checked="" type="radio"/> Yes  <input type="radio"/> No <input type="radio"/> N/A 	
Is the defendant vulnerable for a reason other than or additional to youth?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Is the defendant said to be a victim of modern slavery?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	

The form now includes questions about whether any Disclosure Management Document that has been served is adequate, if not why not, and about reasonable lines of enquiry and levels of extraction from electronic devices, as well as about third-party disclosure. This is in line with the recommendations in the AG's review on disclosure. It is also a facility to capture this information rather than rely on emails that go astray or providing oral information that may not accurately be recorded.

<b>DMD:</b> Is any served Disclosure Management Document adequate and if not why not?	<input type="radio"/> Yes  <input checked="" type="radio"/> No <input type="radio"/> N/A 	The DMD does not deal with efforts to find local CCTV; any analysis of the Mr Atkin's phone which was seized by the police or whether there have been any enquiries relating to the complainant's phone. see below.
Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence?	<input type="radio"/> Yes  <input checked="" type="radio"/> No <input type="radio"/> N/A 	It is believed that there are local businesses with private CCTV covering the area where the robbery is said to have taken place. Seizure and examination of the complainant's phone is suggested for the reasons below
Do the defence agree the level of extraction of data and, if not, what level is said to be necessary by reference to the issues in the case?	<input type="radio"/> Yes  <input checked="" type="radio"/> No <input type="radio"/> N/A 	The police seized the defendant's 'phone. The defendant received texts from the complainant about 3 or 4 days after the alleged robbery saying he was "going to get him one way or another and had always hated him" or words to that effect. The defendant deleted them in panic so a Level 1 extraction will not be sufficient and a Level 2 extraction will be required. The defence seek searches with the key word "Keve" will bring up relevant messages

<input checked="" type="radio"/> Yes  <input type="radio"/> No <input type="radio"/> N/A 	Once again if an answer, whether yes or no, raises an issue that may need to be addressed an orange warning triangle will show to draw attention to it.
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The complete Defence Information section is as follows:

Defence Information for PTPH - D1 John ADAMS 1/2/1967		
If responses may raise concerns about cross-disclosure they may be uploaded separately to the DCS: Defence Statement section for review at PTPH		
Defence time estimate for trial: (to include jury retirement)	5 days	
Real Issues: Defence to summarise so far as known, the real issues in the case CrimPR 3.2:3.3;3.11-	Admits presence and encounter with complainant. Complainant was aggressive and drunk and defendant acted in self defence. If complainant lost his wallet it was nothing to do with the defendant.	
	Yes/No/NA	Particulars
Was the defendant under 18 at sending?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Is the defendant vulnerable for a reason other than or additional to youth?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Is the defendant said to be a victim of modern slavery?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Streamlined Forensic Reports: Defence to confirm whether the conclusions of any served Streamlined Forensics Report (SFR1) are admitted as fact. If not identify the disputed issues concerning that conclusion? Make clear what is admitted and what is not admitted.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
DMD: Is any served Disclosure Management Document adequate and if not why not?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	The DMD does not deal with efforts to find local CCTV; any analysis of the Mr Atkin's phone which was seized by the police or whether there have been any enquiries relating to
Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	It is believed that there are local businesses with private CCTV covering the area where the robbery is said to have taken place. Seizure and examination of the complainant's phone
Do the defence agree the level of extraction of data and, if not, what level is said to be necessary by reference to the issues in the case?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	The police seized the defendant's 'phone. The defendant received texts from the complainant about 3 or 4 days after the alleged robbery saying he was "going to get him"
Third Party: Are there areas of third party disclosure that need to be pursued?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Preliminary Issues: Are there preliminary issues such as abuse of process or fitness to participate in trial process?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Dismissal: Is an application for dismissal anticipated after time for service elapses?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A 	
Severance: Is an application for severance anticipated? CrimPR 3.21	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Arraignment: Can the defendant be arraigned at PTPH?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	
Alternative Plea: Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A 	

There is the usual place for information about other proceedings:

All Parties: Information about Other Proceedings	
Particulars of any associated CRIMINAL proceedings?	None
Particulars of any linked FAMILY proceedings?	None

## The Judge's Orders Section

Plea and Trial Preparation Hearing Judicial Orders	
This form is the primary record of all orders made at PTPH and its completion is a judicial function. All orders of the court at PTPH must be incorporated but any subsequent variation must be by further order	
Judge	
HHJ/Recorder:	HHJ Smith
Date:	21/05/2019


## Witness Table

PTPH2 uses a single witness table. This does mean that the parties will be completing some parts that are ostensibly in the judge's orders section.

The new witness section is preceded by a line as follows. Note the green button.

Witness and Intermediary Requirements Known at PTPH
 How to complete

If you click on the green button, you get the full text as follows. This explains - how the witness and related sections should be used:

Witness and Intermediary Requirements Known at PTPH
 How to complete
<p><b>Availability and Listing:</b> Witness and intermediary availability dates should be available at the PTPH. Parties should request a fixture if there is a witness under 10, OR there is a witness or defendant under 18 or vulnerable for some other reason, OR where a future intermediary application is anticipated.</p> <p><b>Prosecution Witnesses required to attend:</b> To be populated with names of prosecution witnesses whose statements have been uploaded to the DCS at PTPH.</p> <p><b>Prosecution</b> to indicate any witness whom the Prosecution intend to call live regardless of Defence requirements (write "P" in the "Required by" column).</p> <p><b>Each Defendant</b> is required to identify which prosecution witnesses it can be predicted will be required to give evidence by that defendant (write "D1" etc as appropriate in the relevant column) AND where a witness is required identify the relevant disputed issue for <b>that</b> defendant.</p> <p>Parties are expected to provide a considered list and must not simply indicate "all witnesses". Where a witness is named but no statement has been provided parties are not expected to indicate requirements.</p> <p><b>Witness Orders:</b> Witness warning will be as confirmed by the Judge at PTPH. The Court has agreed that prosecution witnesses marked as confirmed are likely to be required to give evidence.</p> <p><b>Unless otherwise ordered the Defence must also serve a Standard Witness Table at Stage 2.</b></p> <p>Where it can be done justly at PTPH without further formality the judge may make orders such as:            SMEAS – Special measures in which case the Court should specify which special measures are provided for;            SUMM – ordering the issue of a witness summons for the witness where grounds are made out;            UKLINK – ordering a UK livelink <u>if available</u> – for example for police officers or experts to give evidence remotely;            SAT – ordering a satellite link from abroad.</p> <p><b>Intermediaries:</b> If intermediaries have been identified at PTPH then the details should be inserted here, their availability information should be available, and the judge can make such orders as can be made at PTPH.</p> <p><b>Young/Vulnerable Defendants:</b> The judge may use this section to make and record measures required to assist the defendant to participate in the trial process the need for which is identified at PTPH.</p>

The witness table follows

Prosecution Witnesses Required to Attend						
Name of prosecution witness	Required to attend by	Relevant disputed issue etc:	Confirmed by Court	SMEAS etc.	Additional Judicial Order	
Adam Apple	P, D1, D2	Self defence	<input checked="" type="checkbox"/> Yes	SCREENS		-
Carol CARROTT	P, D1, D2	Who was the aggressor	<input checked="" type="checkbox"/> Yes	SUMMONS		-
Bob BANANA	P, D1, D2	Extent to which could have had sight of events	<input checked="" type="checkbox"/> Yes			-
DS 999 Colin SARGEANT OIC	P, D1, D2		<input type="checkbox"/> Yes			-
						+

- If you want to add another witness, click on the green plus (+) sign and an extra line will open. Clicking on the minus (-) sign will remove that line; but not before warning you that the information will be lost.
- +

There is a separate section if an intermediary is known at the PTPH, whether for the prosecution or the defence. If so, it is important to consider availability as you would a witness. The section for the intermediary is a section that can be expanded, so if it is not needed, it remains automatically collapsed and all that is seen is:

**Intermediary Known at PTPH**

If it is needed, then the relevant party should click on the green button to reveal this and insert information about the intermediary:

Intermediary Known at PTPH						
Prosecution or Defendant	Name of Intermediary known at PTPH	Witness for whom Intermediary appointed	Confirmed by Court	SMEAS etc.	Additional Judicial Order	
Prosecution	Rachel Guest	Heather POTTER	<input checked="" type="checkbox"/> Yes	granted		+


### Young/Vulnerable/Intimidated Witnesses – R v Grant-Murray

If the defendant is young, vulnerable or intimidated then, as R v Grant-Murray made clear, there is an obligation on the court to give and record directions. These arise largely from CrimPD 3D-G and, without a reminder, can be difficult to recall. Therefore, there is now a section that can be expanded, to assist.


**Young/Vulnerable/Intimidated Defendants - Measures to assist that can be granted at PTPH**

If the green button is clicked, you will see the section shown below which prompts the necessary decisions and allows the judge easily to record the orders made.

This is another example of a section that can be expanded. If it is not needed, then it appears only as a single line on the online version and will generate no orders in the PDF version. But if it is used, only the orders that are made will appear in the PDF version.

 <b>Young/Vulnerable/Intimidated Defendants - Measures to assist that can be granted at PTPH</b>	
The Court is required to give reasons for departing from the relevant provisions of the CrimPD – See CrimPD I 3D-3G and 3N; CrimPD V 18A-B – R v Grant-Morris [2017] EWCA Crim 1228 and the Equal Treatment Bench Book.	
These directions apply to the following defendant(s):	<input type="text"/>
During court proceedings the defendant is to be referred to as:	<input type="text"/>
Measures that can be granted at PTPH without formal application: CrimPD 3C-3G These measures apply to pre-trial hearings as appropriate	<p><b>Publicity about the Defendant</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> An order is made under s.45 YJCEA restricting publicity of name, address, school or other educational establishment, place of work or any still or moving picture or other matter likely to lead members of the public to identify the defendant whilst under the age of 18;</li> <li>OR</li> <li><input type="radio"/> An order has already been made under s.45 YJCEA restricting publicity of name, address, school or other educational establishment, place of work or any still or moving picture or other matter likely to lead members of the public to identify the defendant whilst under the age of 18;</li> <li>OR</li> <li><input type="radio"/> Separate order(s) have been made elsewhere under other provisions restraining publicity likely to identify the defendant (e.g. Contempt of Court Act);</li> <li>OR</li> <li><input type="radio"/> No order has been made in this case restraining publicity about the defendant.</li> </ul> <hr/> <p><b>Severance - Where the defendant is to be tried alongside a defendant who is not vulnerable</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> The court finds that the defendant should be tried alone;</li> <li>OR</li> <li><input type="radio"/> The court is satisfied that, with appropriate measures, the vulnerable defendant can be tried alongside the other(s);</li> <li>OR</li> <li><input type="radio"/> Does not apply in this case</li> </ul> <hr/> <p><b>Ground Rules Hearing</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> A Ground Rules Hearing will be required directions for which are made below;</li> <li>OR</li> <li><input type="radio"/> No Ground Rules Hearing will be required</li> </ul>

It goes on to deal with other orders that may be possible to make at PTPH:

<p><b>Intermediary</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In this case a formal application will be required at Stage 2 if an intermediary is sought for the defendant;</li> <li>OR</li> <li><input type="checkbox"/> Intermediary for pre-trial preparation granted</li> <li><input type="checkbox"/> Intermediary for pre-trial court visit granted</li> <li><input type="checkbox"/> Intermediary for whole of trial granted</li> <li><input type="checkbox"/> Intermediary for period when defendant may give evidence granted;</li> <li>OR</li> <li><input type="checkbox"/> No intermediary required</li> </ul> <hr/> <p><b>Non-Trial Hearings – Suitability of Video Link</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When attendance required defendant to be produced in person;</li> <li>OR</li> <li><input type="checkbox"/> When attendance required defendant may be produced by video-link</li> </ul> <hr/> <p><b>Other</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrangements to be made between Defence and Court Staff, and if necessary the Police, so that defendant not exposed to intimidation, vilification or abuse when attending court.</li> <li><input type="checkbox"/> Suitable supporting adult (such as parent, support worker or other appropriate person approved by the trial judge) to be available throughout the course of proceedings</li> <li><input type="checkbox"/> Supporting adult may sit with defendant at trial</li> <li><input type="checkbox"/> Defendant to sit near advocate rather than in the dock</li> <li><input type="checkbox"/> Defence to provide a note with any supporting material by Stage 2 providing all necessary welfare information to the court and as to the timetabling of the trial and regularity of breaks and any other measures required so that the defendant can maintain concentration to be reviewed by trial judge at a Ground Rules or other hearing pre-trial.</li> <li><input type="checkbox"/> Wigs and robes not to be worn;</li> <li><input type="checkbox"/> Dock security staff to wear civilian clothes;</li> <li><input type="checkbox"/> Save for good reason there be no uniformed police presence in the courtroom.</li> <li><input type="checkbox"/> Trial to be conducted in adapted court-room where participants are on the same or almost the same level.</li> <li><input type="checkbox"/> Public/Press numbers attending the trial in the courtroom will be restricted and a video relay will be required.</li> <li><input type="checkbox"/> Defendant to have pre-trial visit to allocated courtroom to be during non-sitting hours. (accompanied by intermediary if appointed).</li> <li><input type="checkbox"/> Trial to be conducted throughout, so far as possible, in clear language so that the defendant can understand the proceedings and evidence of witnesses, and in accordance with relevant Advocates Gateway Toolkits or the ICCA 20 Principles of Questioning.</li> <li><input type="checkbox"/> Other.</li> </ul>	
---	---

There is then a standard order that:

Measures to assist the defendant to give evidence CrimPD V 18	If the defendant seeks additional special measures such as the use of live link (with or without pre-trial practice) or screens to give evidence, or to have a supporter (other than an intermediary) in the live-link room or to sit near the defendant during evidence or other special measure then a formal application will be required at Stage 2.
--	--

Finally, there is a place to indicate if any oral judgement on these items was given by the judge. This is included because of the requirement to give reasons for departing from measures that would otherwise be provided under the CrimPD.

Has the Judge given an oral judgement on the measures required?	<input type="radio"/> Yes <input type="radio"/> No
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<p><b>Ground Rules Hearing</b></p> <p><input type="checkbox"/> A Ground Rules Hearing will be required directions for which are made</p> <p>OR</p> <p><input type="checkbox"/> No Ground Rules Hearing will be required</p> <p><b>Intermediary</b></p> <p><input type="checkbox"/> In this case a formal application will be required at Stage 2 if an interm</p> <p>OR</p> <p><input type="checkbox"/> Intermediary for pre-trial preparation granted</p> <p><input type="checkbox"/> Intermediary for pre-trial court visit granted</p> <p><input type="checkbox"/> Intermediary for whole of trial granted</p> <p><input type="checkbox"/> Intermediary for period when defendant may give evidence granted:</p> <p>OR</p> <p><input type="checkbox"/> No intermediary required</p>	<p>Wherever on the form a user is presented with a range of options you will see that sometimes there is a square tick box and sometimes a round one.</p> <p>The round boxes appear when you can only select one of the options – so you cannot tick more than one. The square boxes appear when you may want to select a number of the options.</p>
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## Setting the trial date

The next section is to set the trial date. The table is very much as before but if a trial date is inserted then a Certificate of Readiness date which is 28 days before the trial date is auto-inserted. The date can be changed by using the calendar function.

Trial				
Date:	Listing:	Time Estimate:	Facilities required:	Directions:
14/10/2019	<input type="radio"/> Fixture <input type="radio"/> Backer <input checked="" type="radio"/> Fixed Floater <input type="radio"/> Priority Floater <input type="radio"/> Warned List commencing	3 days	<input checked="" type="checkbox"/> Live Link <input checked="" type="checkbox"/> Satellite or UKLINK from: Paris France <input checked="" type="checkbox"/> Interpreter for defendant(s) languages: Dutch	
Certificates of Readiness to be filed by all parties (Defaults to 28 days prior to trial unless manually altered)		16/09/2019		
<input type="checkbox"/> Orders made in respect of defendants or charges where there has been a guilty plea but a trial is still required, e.g. for sentencing of co-defendants.				

The form now includes some new types of listing such as ‘Priority Floater’ – these names reflect different terms used in different parts of England and Wales. If a type of listing means nothing to you, it means it is not used at your centre.

## Inserting dates



The new form will auto-insert some dates, but they can always be altered by users.

As with PTPH1 the calendar function must be used to insert a date rather than typing it in. This is called a “date clicker”

Now if you click on a date box a two-month calendar will appear. As with PTPH1 it will be based on the last date you inserted (here shown in yellow); however please note that it may default to the date on which you are using the form. The reason it shows two months is to make it easier to insert a date, say 28 days later, which in this instance would be 4<sup>th</sup> November.

The date clicker should prevent you inserting a date that is on a weekend or bank holiday (save for the very few events that might need this).

## The Four Stages

The four stages approach is now well embedded. There are some changes to the elements and users will need to review the new content.

### The stage dates

The stage dates for Stage 1 and Stage 2 will be auto inserted. Because, in this case, John ATKINS is in custody the system has inserted a Stage 1 date 50 days after sending, and a Stage 2 date 28 days after that. Had both been on bail the Stage 1 date would have been 70 days after sending, this is calculated in accordance with the CPIA. The judge may not abridge the statutory minimum periods without the consent of the prosecutor, but the periods may be extended. Stage 3 and 4 dates should be set so as to provide specific dates for, for instance, the prosecution to provide disclosure consequent on the defence statement and for the defence to complain about inadequate disclosure.

### Stage 1

The full Stage 1 section is as follows.



Stage 1		
Unless individual dates are provided it is ordered that the prosecution shall serve the following by:		31/05/2019
Ordinarily 50 days (custody cases) or 70 days (bail cases) after sending.		
Item	Date	Additional requirements/particulars/directions if any:
Service of prosecution case to include making available ABE transcripts and recordings relied on	31/05/2019	
Initial disclosure (if not yet served).	31/05/2019	
<input type="checkbox"/> Updated or initial Disclosure Management Document – to address issues raised by defence on the PTPH form. N/A	Select Date	To deal with 4 x phones seized
<input type="checkbox"/> Multi-media evidence (inc. CCTV and BWV) relied upon as part of the prosecution case. N/A	Select Date	Full CCTV from LA cameras via Egress
<input type="checkbox"/> Written record of defendant’s taped interview(s) (ROTI). Unless otherwise ordered where there is a substantially “no comment” interview a short summary rather than a full transcript is sufficient. In any event the parties are expected to engage pre-trial to agree a summary or editing. N/A	Select Date	
<input checked="" type="checkbox"/> Audio recording of defendant’s taped interviews(s) to be ordered only if the defendant cannot apply to the investigator for audio under PACE. N/A	Select Date	
<input checked="" type="checkbox"/> 999 call transcript(s) and recording(s) if relied upon as part of the prosecution case. N/A	Select Date	
<input type="checkbox"/> Telephone, text or other social media records if relied on as part of the prosecution case [Generally, an individual date will need to be considered] N/A	Select Date	
<input type="checkbox"/> Telephone, cell site, social media, and/or timeline analysis [Generally, an individual date will need to be considered] N/A	Select Date	
<input checked="" type="checkbox"/> Forensic statements (SFR 2 or MG11) that can be served by Stage 1. This order only applies where, in relation to SFR1 (or other served summary of expert’s conclusions), the defendant has identified on the PTPH form a conclusion that is not admitted and what the disputed issues are. The SFR2 or MG11 will be limited to those identified issues. N/A	Select Date	
<input checked="" type="checkbox"/> Bad character notice(s) with supporting evidence relied on CrimPR 21 N/A	Select Date	
<input checked="" type="checkbox"/> Hearsay application(s) CrimPR 20 N/A	Select Date	
<input type="checkbox"/> Special measures application(s) CrimPR 18 N/A	Select Date	To be considered
<input checked="" type="checkbox"/> Other N/A	Select Date	

Some items will be required in all cases. However, those which may or may not apply have a ‘not applicable’ (N/A) box that can be ticked.

One matter that is worth considering is whether the court should order a Disclosure Management Document (or an updated one). The default is to order one – in this example to deal with some phones seized.

<input type="checkbox"/> Updated or initial Disclosure Management Document – to address issues raised by defence on the PTPH form. N/A	Select Date	To deal with 4 x phones seized
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But if a DMD (or updated DMD) is not needed then the judge can click on the N/A box which will do this:

<input checked="" type="checkbox"/> Updated or initial Disclosure Management Document – to address issues raised by defence on the PTPH form. N/A	Select Date	
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That has the effect of greying out the provision and it will not then appear on the PDF order.



If a user clicks on N/A when there is some text in the 'date' or 'additional requirements' box for that section, then they will get a warning that if they proceed it will not appear on the PDF version of the orders (although the text entered will still be visible on the online form).

## Third party disclosure

This is a section that may or may not be needed. So, it is a section that can be expanded or collapsed, like this:



Clicking on the green box because there are Third Party issues opens up this section:

Third-Party Disclosure	
Unless individual dates are provided the prosecution shall serve the following by:	31/05/2019
The following areas of third party material have been identified Employee Theft allegation - internal disciplinary record to be accessed	
<i>Item:</i>	<i>Date:</i>
Prosecution shall either make requests to third party and if necessary apply for third-party disclosure summonses, OR notify defence in writing that no requests will be made for third-party disclosure	31/05/2019
If the prosecution is to pursue third party disclosure, then the prosecution must serve a report in writing on the outcome of efforts to identify potentially disclosable materials held by third parties and any ongoing enquiries not yet completed. The same may be included in a Disclosure Management Document	31/05/2019
Any disclosable third-party disclosure shall be served on the defence	31/05/2019
<input checked="" type="checkbox"/> Prosecution to make any application required to the Family Court	Select Date
N/A	Select Date
Other	Select Date


In this instance the judge has clicked N/A in relation to an application to the Family Court and as a result, the section has been greyed out and no order will appear on the PDF.

## Stage 2


Stage 2		
Unless individual dates are provided it is ordered that the defence shall serve the following by: Ordinarily 28 days after Stage 1.		28/06/2019
Item	Date	Additional requirements/particulars/directions if any:
Defence Statement to include particulars of alibi; and requests for disclosure, describing the material and explaining, by reference to the issues in the case, why it is disclosable	28/06/2019	
Response to Prosecution Disclosure Management Document if served identifying by reference to the issues in the case any disputes as to reasonable lines of enquiry or levels of data extraction	28/06/2019	
Standard Witness Table of prosecution witnesses required to give live evidence: defence witnesses and interpreter requirements.	28/06/2019	
<input type="checkbox"/> Response to Summary of Expert Conclusions (SFRT) stating which, if any, of the expert's conclusions are admitted as fact and where a conclusion is not admitted stating what are the disputed issues concerning that conclusion. A defendant who did not identify such issues on the PTPH form and does not serve such a response is taken to admit as fact the conclusions of the summary (SFRT). N/A	28/06/2019	
<input type="checkbox"/> Response to prosecution bad character notice(s) - CrimPR 21 N/A	28/06/2019	
<input checked="" type="checkbox"/> Response to prosecution hearsay application(s) – CrimPR 20 N/A	Select Date	
<input checked="" type="checkbox"/> Response to prosecution special measures application(s) - CrimPR 18. N/A	Select Date	
<input checked="" type="checkbox"/> Special measures application for defendant or defence witnesses. Any reply from prosecution or other party to be served within 14 days. N/A	Select Date	
<input checked="" type="checkbox"/> Defence expert evidence to be relied upon - CrimPR 19 N/A	Select Date	
<input checked="" type="checkbox"/> Other N/A	Select Date	

As before the Stage 2 orders require the defence to file a **Standard Witness Table**. This is a wholly separate document from the witness table in the PTPH form. This is because the defence cannot provide full witness requirements at the PTPH as the full prosecution case will usually not be served until Stage 1. The Standard Witness Table (uploaded to Section O: Trial documents with notice to the prosecution) is an effective way for the defence to confirm prosecution witness requirements and to notify, as they are required to do, defence witnesses (in preference to listing witnesses within the defence statement or separately emailing the prosecution). A copy of the Standard Witness Table is annexed below.

### Stage 3

Stage 3		
Unless individual dates are provided it is ordered that the prosecution shall serve the following by:		05/07/2019
Ordinarily 14 or 28 days after Stage 2		
Item:	Date:	Additional requirements/particulars/directions if any:
Further disclosure of items required to be disclosed under CPIA resulting from or requested by the Defence Statement. (If the Defence Statement is served late the prosecution have a like period from service of the Defence Statement as between Stages 2 and 3 to serve further disclosure).	Select Date	
<input type="checkbox"/> Further updated Disclosure Management Document. (If the Defence DMD response is served late the prosecution have a like period from service of the DMD Response as between Stages 2 and 3 to serve further disclosure).	Select Date	
<input type="checkbox"/> Further evidence to be relied upon that could not be served by Stage 1.	Select Date	
<input checked="" type="checkbox"/> Forensic science statements (SFR2 or MG11) required as a result of the Defence response to a summary of conclusions (SFR1) - CrimPR 19.3	Select Date	
<input checked="" type="checkbox"/> Expert medical evidence.	Select Date	
<input checked="" type="checkbox"/> Psychiatric evidence.	Select Date	
<input type="checkbox"/> Other (specify) expert evidence.	Select Date	
<input checked="" type="checkbox"/> Satellite/UJLINK/Live link application(s). CrimPD 18.23-24	Select Date	
<input checked="" type="checkbox"/> Intermediary report(s) with draft specific Ground Rules if to be applied for. CrimPR 18 & 3.9(7)	Select Date	For Witness: 
<input checked="" type="checkbox"/> List of editing proposals to ABE interview recording.	Select Date	
<input checked="" type="checkbox"/> Other:	Select Date	

### Stage 4

Stage 4		
Unless individual dates are given it is ordered that the defence shall serve the following by:		19/07/2019
Ordinarily 14 or 28 days after Stage 3		
Item:	Date:	Additional requirements/particulars/directions if any:
Complaint about prosecution non-disclosure to comply with s.8 CPIA and CrimPR 15.5.	Select Date	
Application(s) for witness summons for third party disclosure if the prosecution indicates at PTPH that it will not be pursuing any TPD issues OR any defendant is dissatisfied with the outcome of prosecution enquiries.	Select Date	
<input checked="" type="checkbox"/> List of editing proposals to ABE interview recording (if any) and response to prosecution proposals (if served)	Select Date	
<input checked="" type="checkbox"/> s.100 or 101 bad character of non-defendant application - CrimPR 21. Any reply from prosecution or other party to be served within 14 days	Select Date	
<input checked="" type="checkbox"/> S.41 Evidence of sexual behaviour application - CrimPR 22 and CrimPD V 22A - Any reply from prosecution or other party to be served within 14 days	Select Date	
<input checked="" type="checkbox"/> Response to prosecution intermediary report(s) - CrimPR 18	Select Date	
<input checked="" type="checkbox"/> Intermediary report for defendant or defence witnesses with draft ground rules. Any reply from prosecution or other party to be served within 14 days	Select Date	
<input type="checkbox"/> Satellite/UJLINK/Live link application(s). CrimPD 18.23-24	Select Date	Defence witness from Paris France 
<input checked="" type="checkbox"/> Defence expert evidence to be relied upon that could not be served by Stage 2 - CrimPR 19	Select Date	
<input checked="" type="checkbox"/> Other:	Select Date	

## Pre-Arraignment FCMH; Dismissal; Abuse; Severance; Fitness

If the judge needs to make provision for a dismissal, abuse, severance or other issue to be argued or for a fitness to participate in a trial issue then there are two sections that can be expanded or collapsed. They are very similar to PTPH1.



By way of example if there is a **fitness to participate** (fitness to plead) issue then clicking on the green button will provide the following set of orders allowing the judge to give directions for the issue to be resolved within the overall timetable to a trial or trial of an issue.

The screenshot shows a form titled "Pre-Arraignment FCMH - Fitness to participate in the trial process". The form is divided into several sections:

- To resolve:**
  - Fitness to participate in the trial process
  - Other issue:
- Date:** Select Date
- Time Estimate:** [Empty field]
- Directions:**
  - Defendant not required
  - Defendant must attend
  - Suitable for PVL or Hospital Link
  - Other:
- Where the Court has a Mental Health Liaison and Diversion Service the Defence must engage with the service.
- Defence first medical report (or notice to the court and prosecution in writing that defendant is fit and the case should be listed for arraignment) by: Select Date
- Prosecution to notify defence if the prosecution do OR do not intend to obtain medical report within 7 days or by: Select Date
- If prosecution are to serve medical report then to be served by: Select Date
- If prosecution are not to serve medical report then defence to serve any second medical report by: Select Date

## s.28 Pre-Recorded Cross-examination

The form provides two sections that can be expanded; one for **Vulnerable Witnesses** and another for **Intimidated Witnesses** when s.28 hearings are available at the court centre.



Most s.28 orders are likely to be made on oral application at the PTPH. If they are not needed, nothing will appear on the PDF version of the orders.

By way of example, if a user clicks on the green button of the s.28 Vulnerable witness section the following appears so that the necessary directions can conveniently be made:

**Pre-Trial Recorded Cross-Examination (s.28) – Vulnerable Witnesses – s.16 YJCEA**

The judge being satisfied that the following witness(es) is/are eligible for assistance under s.16 of the YJCEA a s.28 direction is made that their ABE interviews shall stand as their evidence in chief and they shall be cross examined in advance of the trial:

Witness	Date of Birth if under 18
<input type="text"/>	<input type="text"/>

The case is allocated to [Judge]:

The future management of the case will be under the supervision of the trial judge.

s.4 Contempt of Court Act 1981 order has been made for the  Ground Rules Hearing  
 s.28 hearing

**Timetable**

Items:	Date:	Time:	Directions:	Time Estimate:
Intermediary report(s) to be served by:	<input type="text" value="Select Date"/>		<input type="text"/>	
Ground Rules Form and any applications relevant to the witness – eg s.100 bad character: s.41 sexual behaviour; or s.8 non-disclosure to be served by:	<input type="text" value="Select Date"/>		<input type="text"/>	
Responses to above applications to be served by:	<input type="text" value="Select Date"/>		<input type="text"/>	
s.28 directions and Ground Rules Hearing:	<input type="text" value="Select Date"/>	<input type="text"/>	<input type="radio"/> Defendant not required <input type="radio"/> Defendant must attend <input type="checkbox"/> Suitable for PVL or Hospital Link Any intermediary relied on shall attend the Ground Rules Hearing.	<input type="text"/>
Date for witness to refresh their memory:	<input type="text" value="Select Date"/>		The officer in the case or another suitable police officer (or investigator equivalent) shall attend during the memory refreshing and make a note of any material comment by the witness.	
The judge and advocates shall meet the witness on:	<input type="text" value="Select Date"/>	<input type="text"/>	The advocates are not to meet the witness without the judge.	<input type="text"/>
Pre-trial cross-examination Hearing:	<input type="text" value="Select Date"/>	<input type="text"/>	Defendant to attend in person Any intermediary relied on shall attend the Examination Hearing. Attendance of witness to be timetabled.	<input type="text"/>

Supplemental Special Measures Orders:

Supplemental Orders:

## Other pre-trial hearings

The form provides other sections that can be expanded to allow the court to make orders for any pre-trial hearings the need for which can be predicted. If they are not used, then nothing will appear on the PDF version of the form. The following options are provided:

- Pre-Trial Recorded Cross-Examination (s.28) – Intimidated Witnesses – s.17 YJCEA
- FCMH General
- Pre-Trial Review – General
- Ground Rules and Welfare and/or S.41 Sexual Behaviour and Pre-Trial Review – (not s.28)

## Trial Preparation – Opening note; jury bundle, interviews, admissions

In a simple case it will not be necessary to make any orders on these topics but where it is appropriate there is a section that can be expanded:

**Trial Preparation**

It is then open to the judge to make any bespoke order required, as long as an order made at PTPH is made on the form.

Trial Preparation			
These orders will only be required in more substantial cases			
Prosecution:	Date:	Defence:	Date:
Opening Note Draft agreed facts (admissions) Draft jury bundle index	Select Date	Notice of objections; comments; responses, and requests for inclusion	Select Date
Prosecution draft edited defendant's interview (ROTI)	Select Date	Defence response to defendant's interview edits	Select Date
Witness Timetable for prosecution witnesses with copy to the Witness Service	Select Date	Any defence response to Witness Timetable	Select Date
Other:	Select Date	Other:	Select Date
<input type="text"/>		<input type="text"/>	

### Standard Orders

The form has 10 standard orders. These are made at the PTPH unless the judge chooses to countermand them. So, it is important to have them in mind both at PTPH and at a subsequent trial. The orders are these:


Standard Orders for Witnesses and Defendant	
Video Links	1. Where a defendant appears at PTPH by video link from custody without objection at the hearing the court makes a live link direction under s.57B Crime and Disorder Act 1998.
Witness requirements	2. The witness requirements are as confirmed by the court on the Witness List and any special measures or orders indorsed shall apply. 3. If no Standard Witness Table is served by a defendant, the served written statements of witnesses (compliant with s.9 CJA 1967 and with notice as required by CrimPR 16) not listed as required in the Witness Table at PTPH shall be admissible as evidence to the like extent as oral evidence to the like effect by that witness.
Where Special measures are granted for the use of ABE interviews; live link or screens	4. Where a witness has provided an ABE interview, the ABE interview as edited by agreement or by order of the court shall stand as that witness' evidence in chief unless otherwise ordered. 5. A witness whose ABE interview is relied on shall view that interview in the week preceding the trial in the presence of the officer in the case (or equivalent) or other suitable police officer (or investigator equivalent) who shall record any material comment the witness shall make and pass that record to the prosecutor. 6. Any preference between screens or live link shall be identified after a court visit and shall include the witness' reasons for the preference. 7. The attendance of any such witness at trial must be timetabled for the time when the witness is expected to commence examination.
Young or vulnerable witnesses or defendants CrimPR 18 & 3.9(7)	8. Young or vulnerable witnesses or defendants to whom an Advocates Gateway Toolkit or the ICCA 20 Principles of Questioning apply are to be examined and cross-examined in accordance with those principles unless those are superseded by specific ground rules.
Where provision is made for a witness by UKLINK or SAT	9. Particulars of the link must be provided not less than three weeks before trial - CrimPD 18.23-4
Expert witnesses – CrimPR 19	10. Expert witnesses of comparable disciplines must liaise and serve on the parties and the Court a statement of the points on which they agree and disagree with reasons no less than 14 days prior to the trial OR by such date as may be inserted here: Select Date

### Additional Orders

If additional orders are required, then the judge can click on the green button:

**Additional Orders**

And make any additional orders.

 If the judge wants to make more than one order, clicking on the green plus (+) sign provides an extra box.

## Final Judicial Warnings

Since PTPH1 the warnings that it is appropriate for the judge to give to a defendant have been expanded by the CrimPR. The list is now in these terms:

## Saving and Publishing the Form when completed



At the top of the grey side menu are two buttons.

“**Save**” - saves the information on the online form. Parties should use the “**Save**” button to save the information they have put on the form.

At the end of the hearing when the judge has completed work on the form, **only the judge can click on the “Save & Publish to Bundle” button**. This both saves the content and creates the PDF version of the orders. The whole form, both the parties’ and the judge’s parts, ends up in the PTPH section of the DCS (Section S) and the Judge’s orders section is uploaded to the Judges’ Orders/Directions section (Section X).

## What will the PDF look like?

The PDF versions will look very different for two reasons. First, the layout is cleaner and so it will be easier to access the information and second, the PDFs will only contain the orders made. So the expandable sections which have not been used will not appear on it, and orders in the Stages marked “N/A” will not appear.



The early part of the Judge’s Orders PDF looks like this:

## Plea & Trial Preparation Hearing Form

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Crown Court at :                      Southwark

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T:    T20190952 T20190953

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PTI URN:                                    01ST111111

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Defendant(s):                            - John ATKINS-16/11/1974  
     - Sarah ATKINS-14/11/1992

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**Plea and Trial Preparation Hearing Judicial Orders**  
 This form is the primary record of all orders made at PTPH and its completion is a judicial function.  
 All orders of the court at PTPH must be incorporated but any subsequent variation must be by further order

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**Judge**

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HHJ/Recorder:                            HHJ Test Judge01A

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Date:     21/05/2019

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**Prosecution Witnesses Required to Attend**

Name of prosecution witness	Required to attend by	Relevant disputed issue etc:	Confirmed by Court	SMEAS etc.	Additional Judicial Order
David THORPE	P, D1	Fact	Yes	Screens	Defence to review requirement at Stage 2
Heather POTTER	P, D1, D2	Fact	Yes	Live link or screens as preferred	
Michael JONES	P, D1, D2	Fact			
PC 1234 DIXON	P, D1, D2	OIC	Yes		

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**Intermediary Known at PTPH**

Prosecution or Defendant	Name of Intermediary known at PTPH	Witness for whom Intermediary appointed	Confirmed by Court	SMEAS etc.	Additional Judicial Order
Defendant	Rachael GUEST	D2			

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X19

<b>Pleas</b>		X20
Judicial checks and comments	Comment	
Pleas entered at PTPH or reason if not arraigned:		
<b>Trial</b>		
Date	14/10/2019	
Listing	Fixed Floater	
Time Estimate:	3 days	
Facilities required:	Live Link Satellite or UKLINK from: Paris France Interpreter for defendant(s) languages: Klingon	
Directions:		
Certificates of Readiness to be filed by all parties	16/09/2019	
Orders made in respect of defendants or charges where there has been a guilty plea but a trial is still required. e.g. for sentencing of co-defendants.		
<b>Stage 1</b>		
Unless individual dates are provided it is ordered that the prosecution shall serve the following by:	31/05/2019	
Service of prosecution case to include making available ABE transcripts and recordings relied on	31/05/2019	
Initial disclosure (if not yet served).	31/05/2019	
Updated or initial Disclosure Management Document – to address issues raised by defence on the PTPH form	To deal with 4 x phones seized	
Multi-media evidence (inc. CCTV and BWV) relied upon as part of the prosecution case.	Full CCTV from LA cameras via Egress	
Written record of defendant's taped interview(s) (ROTI). Unless otherwise ordered where there is a substantially "no comment" interview a short summary rather than a full transcript is sufficient. In any event the parties are expected to engage pre-trial to agree a summary or editing.		
Telephone, text or other social media records if relied on as part of the prosecution case [Generally, an individual date will need to be considered]		
		X20

## Making orders subsequent to the PTPH

Subsequent orders made either at later hearings or administratively, must be made by separate order, with notice to the parties. This because if changes were to be made to the PTPH form, the parties would not be in a position to know about or identify the changes.

## Non-CPS Prosecutions

It remains the case that only CPS cases can use the DCS. Non-CPS prosecutions are subject to the same BCM principles and the non-CPS prosecutor should complete a Word version of the PTPH2 form which will be accessible on the MoJ Forms Website and, preferably, pass it to defence and then to the court by email so that the judge can complete it electronically.

The Word version does NOT have the functionality such as auto-date insertion or expandable sections of the online form.

A Google search will take you to the MoJ forms page, but an easy way is to use the publicly accessible guidance tab on the opening page of the DCS which takes you to a page that links to the MoJ forms site.

