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| **PLEA AND TRIAL PREPARATION HEARING****PARTIES PRE-HEARING INFORMATION FORM**The pre-hearing information form must be completed by the parties for all cases sent to the Crown Courtwhere a trial is anticipated unless the case is expressly exempted by the CrimPR or CrimPD. | Crest |

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| **Crown Court at:** |  |  | T:  |  | PTI URN:  |

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|  | *Defendant* | *DOB* | *Principal Charge(s)* | ☑ *Remand Status* | *Custody Time Limit* | *Date of Sending* |
| D1 |  |  |  | 🞎 Unconditional bail🞎 Conditional Bail🞎 Custody🞎 Youth Det. Remand |  |  |
| D2 |  |  |  | 🞎 Unconditional bail🞎 Conditional Bail🞎 Custody🞎 Youth Det. Remand |  |  |
| D3 |  |  |  | 🞎 Unconditional bail🞎 Conditional Bail🞎 Custody🞎 Youth Det. Remand |  |  |
| D4 |  |  |  | 🞎 Unconditional bail🞎 Conditional Bail🞎 Custody🞎 Youth Det. Remand |  |  |
| D5 |  |  |  | 🞎 Unconditional bail🞎 Conditional Bail🞎 Custody🞎 Youth Det. Remand |  |  |

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| **Contact Information** |

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| **Court Case Progression** | *Name* | *Phone* | *Email* |
| Case Progression Officer |  |  |  |

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| **Prosecution Contacts** | *Name* | *Phone* | *Email* |
| Advocate at PTPH |  |  |  |
| Advocate for trial |  |  |  |
| Reviewing Lawyer  |  |  |  |
| Case Progression Officer(usually Paralegal) |  |  |  |
| Officer in the Case |  |  |  |

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| **Defence Contacts** | *Name and Address for Service* | *Phone* | *Secure email for service* |
| D1 | Defence Solicitors(or unrepresented defendant) |  |  |  |
| Case Progression Officer |  |  |  |
| Advocate at PTPH |  |  |  |
| Advocate for trial |  |  |  |
| Funding – Tick ☑ | Private Funding 🞎; Legal Rep applied for 🞎; Legal Rep Order granted 🞎; or Unrepresented 🞎 |
| D2 | Defence Solicitors(or unrepresented defendant) |  |  |  |
| Case Progression Officer |  |  |  |
| Advocate at PTPH |  |  |  |
| Advocate for trial |  |  |  |
| Funding – Tick ☑ | Private Funding 🞎; Legal Rep applied for 🞎; Legal Rep Order granted 🞎; or Unrepresented 🞎 |
| D3 | Defence Solicitors(or unrepresented defendant) |  |  |  |
| Case Progression Officer |  |  |  |
| Advocate at PTPH |  |  |  |
| Advocate for trial |  |  |  |
| Funding – Tick ☑ | Private Funding 🞎; Legal Rep applied for 🞎; Legal Rep Order granted 🞎; or Unrepresented 🞎 |
| D4 | Defence Solicitors(or unrepresented defendant) |  |  |  |
| Case Progression Officer |  |  |  |
| Advocate at PTPH |  |  |  |
| Advocate for trial |  |  |  |
| Funding – Tick ☑ | Private Funding 🞎; Legal Rep applied for 🞎; Legal Rep Order granted 🞎; or Unrepresented 🞎 |
| D5 | Defence Solicitors(or unrepresented defendant) |  |  |  |
| Case Progression Officer |  |  |  |
| Advocate at PTPH |  |  |  |
| Advocate for trial |  |  |  |
| Funding – Tick ☑ | Private Funding 🞎; Legal Rep applied for 🞎; Legal Rep Order granted 🞎; or Unrepresented 🞎 |

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| **Prosecution Information for PTPH** |

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|  | *Yes/No/N/A* | *If not yet served they can be served by/Notes* |
| Draft Indictment |  |  |
| Summary of circumstances of the offence(s) and of any account given by defendant(s) in interview (this may be in Form MG5) |  |  |
| Statements identified by prosecution as being of importance for the purpose of plea and initial case management |  |  |
| Exhibits identified by prosecution as being of importance for the purpose of plea and initial case management |  |  |
| Relevant CCTV that would be relied upon by prosecution at trial |  |  |
| Streamlined Forensic Report(s) or indication of scientific evidence that the prosecution is likely to introduce |  |  |
| Indication of medical evidence that the prosecution is likely to introduce |  |  |
| Indication of other expert evidence that the prosecution is likely to introduce |  |  |
| Indication of bad character evidence to be relied on |  |  |
| Indication of any hearsay evidence to be relied on |  |  |
| Indication of special measures to be sought |  |  |
| Defendant’s criminal record if any |  |  |
| Victim Personal Statement if any |  |  |
| Has a Disclosure Management Document been provided? |  |  |
| Does the Prosecution believe that any third party holds potentially disclosable material? |  |  |
| Will the prosecution be making enquiries to review that material? |  |  |

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| **Defence Information for PTPH** |

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| **D1** |
| **Defence time estimate for trial** (to include jury retirement) |  |
| **Real Issues** Defence to summarise so far as known, the real issues in the case CrimPR 3.2;3.3;3.11 |  |
|  | *Yes/No/N/A* | *Particulars* |
| Was the defendant under 18 at sending? |  |  |
| Is the defendant vulnerable for a reason other than or additional to youth? |  |  |
| Is the defendant said to be a victim of modern slavery? |  |  |
| **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 |  |  |
| **Disclosure Management Document if served** | If responses may raise concerns about cross-disclosure they may be uploaded separately to the DCS: Defence Statement section for review at PTPH. |
| Is any served DMD adequate and if not why not? |  |  |
| Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence? |  |  |
| 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? |  |  |
| **Third Party** Are there areas of third party disclosure that need to be pursued? |  |  |
| **Preliminary Issues** Are there preliminary issues such as abuse of process or fitness to participate in trial process? |  |  |
| **Dismissal** Is an application for dismissal anticipated after time for service elapses?  |  |  |
| **Severance** Is an application for severance anticipated? CrimPR 3.21 |  |  |
| **Arraignment** Can the defendant be arraigned at PTPH? |  |  |
| **Alternative Plea** Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis? |  |  |
| **D2** |
| **Defence time estimate for trial** (to include jury retirement) |  |
| **Real Issues** Defence to summarise so far as known, the real issues in the case CrimPR 3.2;3.3;3.11 |  |
|  | *Yes/No/N/A* | *Particulars* |
| Was the defendant under 18 at sending? |  |  |
| Is the defendant vulnerable for a reason other than or additional to youth? |  |  |
| Is the defendant said to be a victim of modern slavery? |  |  |
| **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 |  |  |
| **Disclosure Management Document if served** | If responses may raise concerns about cross-disclosure they may be uploaded separately to the DCS: Defence Statement section for review at PTPH. |
| Is any served DMD adequate and if not why not? |  |  |
| Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence? |  |  |
| 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? |  |  |
| **Third Party** Are there areas of third party disclosure that need to be pursued? |  |  |
| **Preliminary Issues** Are there preliminary issues such as abuse of process or fitness to participate in trial process? |  |  |
| **Dismissal** Is an application for dismissal anticipated after time for service elapses?  |  |  |
| **Severance** Is an application for severance anticipated? CrimPR 3.21 |  |  |
| **Arraignment** Can the defendant be arraigned at PTPH? |  |  |
| **Alternative Plea** Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis? |  |  |
| **D3** |
| **Defence time estimate for trial** (to include jury retirement) |  |
| **Real Issues** Defence to summarise so far as known, the real issues in the case CrimPR 3.2;3.3;3.11 |  |
|  | *Yes/No/N/A* | *Particulars* |
| Was the defendant under 18 at sending? |  |  |
| Is the defendant vulnerable for a reason other than or additional to youth? |  |  |
| Is the defendant said to be a victim of modern slavery? |  |  |
| **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 |  |  |
| **Disclosure Management Document if served** | If responses may raise concerns about cross-disclosure they may be uploaded separately to the DCS: Defence Statement section for review at PTPH. |
| Is any served DMD adequate and if not why not? |  |  |
| Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence? |  |  |
| 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? |  |  |
| **Third Party** Are there areas of third party disclosure that need to be pursued? |  |  |
| **Preliminary Issues** Are there preliminary issues such as abuse of process or fitness to participate in trial process? |  |  |
| **Dismissal** Is an application for dismissal anticipated after time for service elapses?  |  |  |
| **Severance** Is an application for severance anticipated? CrimPR 3.21 |  |  |
| **Arraignment** Can the defendant be arraigned at PTPH? |  |  |
| **Alternative Plea** Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis? |  |  |
| **D4** |
| **Defence time estimate for trial** (to include jury retirement) |  |
| **Real Issues** Defence to summarise so far as known, the real issues in the case CrimPR 3.2;3.3;3.11 |  |
|  | *Yes/No/N/A* | *Particulars* |
| Was the defendant under 18 at sending? |  |  |
| Is the defendant vulnerable for a reason other than or additional to youth? |  |  |
| Is the defendant said to be a victim of modern slavery? |  |  |
| **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 |  |  |
| **Disclosure Management Document if served** | If responses may raise concerns about cross-disclosure they may be uploaded separately to the DCS: Defence Statement section for review at PTPH. |
| Is any served DMD adequate and if not why not? |  |  |
| Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence? |  |  |
| 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? |  |  |
| **Third Party** Are there areas of third party disclosure that need to be pursued? |  |  |
| **Preliminary Issues** Are there preliminary issues such as abuse of process or fitness to participate in trial process? |  |  |
| **Dismissal** Is an application for dismissal anticipated after time for service elapses?  |  |  |
| **Severance** Is an application for severance anticipated? CrimPR 3.21 |  |  |
| **Arraignment** Can the defendant be arraigned at PTPH? |  |  |
| **Alternative Plea** Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis? |  |  |
| **D5** |
| **Defence time estimate for trial** (to include jury retirement) |  |
| **Real Issues** Defence to summarise so far as known, the real issues in the case CrimPR 3.2;3.3;3.11 |  |
|  | *Yes/No/N/A* | *Particulars* |
| Was the defendant under 18 at sending? |  |  |
| Is the defendant vulnerable for a reason other than or additional to youth? |  |  |
| Is the defendant said to be a victim of modern slavery? |  |  |
| **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 |  |  |
| **Disclosure Management Document if served** | If responses may raise concerns about cross-disclosure they may be uploaded separately to the DCS: Defence Statement section for review at PTPH. |
| Is any served DMD adequate and if not why not? |  |  |
| Do the defence agree the reasonable lines of enquiry and, if not, what other lines of enquiry are suggested by the defence? |  |  |
| 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? |  |  |
| **Third Party** Are there areas of third party disclosure that need to be pursued? |  |  |
| **Preliminary Issues** Are there preliminary issues such as abuse of process or fitness to participate in trial process? |  |  |
| **Dismissal** Is an application for dismissal anticipated after time for service elapses?  |  |  |
| **Severance** Is an application for severance anticipated? CrimPR 3.21 |  |  |
| **Arraignment** Can the defendant be arraigned at PTPH? |  |  |
| **Alternative Plea** Is the defendant willing to offer a plea to another offence and/or a plea on a limited basis? |  |  |

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| **All Parties: Information about Other Proceedings** |

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| *Particulars of any associated CRIMINAL proceedings?* |  |
| *Particulars of any linked FAMILY proceedings?* |  |

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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. | Crest |

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| **Crown Court at:** |  |  | T:  |  | PTI URN:  |

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| **Judge**  |
| HHJ/Recorder: |  | Date: |  |

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| **Witness and Intermediary Requirements Known at PTPH:**  |

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| **How to complete:****Availability and Listing:** 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.**Prosecution Witnesses required to attend:** To be populated with names of prosecution witnesses whose statements have been uploaded to the DCS at PTPH. **Prosecution** to indicate any witness whom the Prosecution intend to call live regardless of Defence requirements (write “**P**” in the “Required by” column).**Each Defendant** 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 **that** defendant.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.**Witness Orders:** 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.**Unless otherwise ordered the Defence must also serve a Standard Witness Table at Stage 2.**Where it can be done justly at PTPH without further formalitythe 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 live link if available – for example for police officers, other investigators, or experts to give evidence remotely;SAT – ordering a satellite link from abroad.**Intermediaries:** 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.**Young/Vulnerable Defendants:** 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. |

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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 & Additional Judicial Orders |
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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 & Additional Judicial Orders |
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| **Young/Vulnerable/Intimidated Defendants - Measures to assist that can be granted at PTPH** |
| 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) | **Name(s)**  |
| During court proceedings the defendant is to be referred to as | **Name**  |
| Measures that can be granted at PTPH without formal application:CrimPD 3C-3GThese measures apply to pre-trial hearings as appropriate☑ | **Publicity about the Defendant**🞎 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 18OR🞎 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 18OR🞎 Separate order(s) have been made elsewhere under other provisions restraining publicity likely to identify the defendant (e.g. Contempt of Court Act)OR🞎 No order has been made in this case restraining publicity about the defendant**Severance** - Where the defendant appears alongside a defendant who is not vulnerable🞎 The court finds that the defendant should be tried aloneOR🞎 The court is satisfied that, with appropriate measures, the vulnerable defendant can be tried alongside the other(s)OR🞎 Does not apply in this case**Ground Rules Hearing**🞎 A Ground Rules Hearing will be required directions for which are made belowOR🞎 No Ground Rules Hearing will be required**Intermediary**🞎 In this case a formal application will be required at Stage 2 if an intermediary is sought for the defendantOR🞎 Intermediary for pre-trial preparation granted🞎 Intermediary for pre-trial court visit granted🞎 Intermediary for whole of trial granted🞎 Intermediary for period when defendant may give evidence grantedOR🞎 No intermediary required**Non-Trial Hearings – Suitability of Video Link**🞎 When attendance required defendant to be produced in personOR🞎 When attendance required defendant may be produced by video-link**Other** 🞎 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🞎 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🞎 Supporting adult may sit with defendant at trial🞎 Defendant to sit near advocate rather than in the dock🞎 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🞎 Wigs and robes not to be worn🞎 Dock security staff to wear civilian clothes🞎 Save for good reason there be no uniformed police presence in the courtroom;🞎 Trial to be conducted in adapted courtroom where participants are on the same or almost the same level🞎 Public/Press numbers attending the trial in the courtroom will be restricted and a video relay will be required🞎 Defendant to have pre-trial visit to allocated courtroom to be during non-sitting hours. (accompanied by intermediary if appointed)🞎 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🞎 Other:  |
| Measures to assist the defendant to give evidenceCrimPD 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 |
| Has the Judge given an oral judgement on the measures required?☑ | 🞎 Yes🞎 No |

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| **Pleas** |
| Judicial checks and comments | 🞎 Confirmed which version of indictment being pursued if more than one🞎 Confirmed with prosecutor that indictment properly sets out the offences (CrimPR 3.24)🞎 Confirmed that defence advocate has explained the allegation(s) and has given advice on credit for plea🞎 Judge explained the allegation(s) and gave warning to defendant on credit for pleaComment:  |
| Pleas entered at PTPH or reason if not arraigned |  |

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| **Trial** |
| *Date* | *Listing* | 🕑 *Time Estimate* | ☑ *Facilities required* | Directions |
|  | 🞎 Fixture🞎 Backer🞎 Fixed Floater🞎 Priority Floater🞎 Warned List commencing. | daysweeks  | 🞎 Live Link🞎 Satellite or UKLINK from: 🞎 Interpreter for defendant(s) (language):  |  |
| Certificates of Readiness to be filed by all parties (If no date is inserted then to be 28 days before trial date) |  |
| Orders made in respect of defendant(s) or charge(s) where there has been a guilty plea, but where a trial is still required (e.g. as to timing of or arrangements for sentence of co-defendants) |  |

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| **Stage 1 - Unless individual dates are provided the prosecution shall serve the following by:**Ordinarily 50 days (custody cases) or 70 days (bail cases) after sending. | **Date:** |
| *Item* | *Date* | *Additional requirements/particulars/directions if any* |
| Service of prosecution case to include making available ABE transcripts and recordings relied on |  |  |
| Initial disclosure (if not yet served) |  |  |
| Updated or initial Disclosure Management Document – to address issues raised by defence on the PTPH form |  |  |
| Multi-media evidence (inc. CCTV and BWV) relied upon as part of the prosecution case |  |  |
| 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.  |  |  |
| Audio recording of defendant’s taped interviews(s) to be ordered only if the defendant cannot apply to the investigator for audio under PACE |  |  |
| 999 call transcript(s) and recording(s) if relied upon as part of the prosecution case  |  |  |
| 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] |  |  |
| Telephone, cell site, social media, and/or timeline analysis[Generally, an individual date will need to be considered] |  |  |
| 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 |  |  |
| Bad character notice(s) with supporting evidence relied onCrimPR 21 |  |  |
| Hearsay application(s)CrimPR 20 |  |  |
| Special measures application(s)CrimPR 18 |  |  |
| Other:  |  |  |

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| **Third Party Disclosure: Unless individual dates are provided the prosecution shall serve the following by:** | **Date:** |
| The following areas of third party material have been identified: |  |
| 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 by |  |
| 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 by |  |
| Any disclosable third party disclosure shall be served on the defence by |  |
| Prosecution to make any application required to the Family Court by |  |
| Other:  |  |

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| **Stage 2 - Unless individual dates are provided it is ordered that the defence shall serve the following by:**Ordinarily 28 days after Stage 1 | **Date:** |
| *Item* | *Date* | *Additional requirements/particulars/directions* |
| 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 |  |  |
| 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 |  |  |
| Standard Witness Table of prosecution witnesses required to give live evidence; defence witnesses and interpreter requirements |  |  |
| Response to Summary of Expert Conclusions (SFR1) 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 (SFR1). |  |  |
| Response to prosecution bad character notice(s) - CrimPR 21 |  |  |
| Response to prosecution hearsay application(s) - CrimPR 20 |  |  |
| Response to prosecution special measures application(s) - CrimPR 18 |  |  |
| Special measures application for defendant or defence witnesses. Any reply from prosecution or other party to be served within 14 days |  |  |
| Defence expert evidence to be relied upon - CrimPR 19 |  |  |
| Other:  |  |  |

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| **Stage 3 – Unless individual dates are provided it is ordered that the prosecution shall serve the following by:**Ordinarily 14 or 28 days after Stage 2 | **Date:** |
| *Item* | *Date* | *Additional requirements/particulars/directions* |
| 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) |  |  |
| 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) |  |  |
| Further evidence to be relied upon that could not be served by Stage 1 |  |  |
| Forensic science statements (SFR2 or MG11) required as a result of the Defence response to a summary of conclusions (SFR1) - CrimPR 19.3 |  |  |
| Expert medical evidence |  |  |
| Psychiatric evidence |  |  |
| Other (specify) expert evidence |  |  |
| Satellite/UKLINK/Live link application(s).CrimPD 18.23-24 |  |  |
| Intermediary report(s) with draft specific Ground Rules if to be applied for.CrimPR 18 & 3.9(7) |  | For Witness:  |
| List of editing proposals to ABE interview recording |  |  |
| Other:  |  |  |

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| **Stage 4 – Unless individual dates are given it is ordered that the defence shall serve the following by:**Ordinarily 14 or 28 days after Stage 3 | **Date:** |
| *Item* | *Date* | *Additional requirements/particulars/directions* |
| Complaint about prosecution non-disclosure to comply with s.8 CPIA and CrimPR 15.5 |  |  |
| 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 |  |  |
| List of editing proposals to ABE interview recording (if any) and response to prosecution proposals (if served) |  |  |
| 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 |  |  |
| 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 |  |  |
| Response to prosecution intermediary report(s) - CrimPR 18 |  |  |
| Intermediary report for defendant or defence witnesses with draft ground rules. Any reply from prosecution or other party to be served within 14 days |  |  |
| Satellite/UKLINK/Live link application(s)CrimPD 18.23-24 |  |  |
| Defence expert evidence to be relied upon that could not be served by Stage 2 - CrimPR 19 |  |  |
| Other:  |  |  |

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| **Pre-Arraignment FCMH - Abuse; Dismissal; Severance; Other** |
| *To resolve* | *Date* | 🕑 *Time Estimate* | *Directions* |
| 🞎 Abuse of Process🞎 Dismissal application🞎 Joinder/Severance🞎 Other issue:  |  | minuteshours | 🞎 Defendant not required🞎 Defendant must attend🞎 Suitable for PVL🞎 Other:  |
| 🞎 Application/skeleton and supporting materials by:  |
| 🞎 Response and supporting materials by:  |

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| **Pre-Arraignment FCMH - Fitness to participate in the trial process** |
| *To resolve* | *Date* | 🕑 *Time Estimate* | *Directions* |
| 🞎 Fitness to participate in the trial process🞎 Other issue:  |  | minuteshours | 🞎 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:  |
| 🞎 Prosecution to notify defence if the prosecution do OR do not intend to obtain medical report within 7 days or by:  |
| 🞎 If prosecution are to serve medical report then to be served by:  |
| 🞎 If prosecution are not to serve medical report then defence to serve any second medical report by:  |

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| **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 |  |
| Witness |  | Date of Birth |  |
| Witness |  | Date of Birth |  |
| 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** |
| *Item* | *Date* | *Time Marking* | *☑ Directions* | 🕑 *Time Estimate* |
| Intermediary report(s) to be served by: |  |  |  |  |
| 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 |  |  |  |  |
| Responses to above applications to be served by |  |  |  |  |
| s.28 directions and Ground Rules Hearing |  |  | 🞎 Defendant not required🞎 Defendant must attend🞎 Suitable for PVLAny intermediary relied on shall attend the Ground Rules Hearing | minuteshours |
| Date for witness to refresh their memory |  |  | 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 |  |  | The advocates are not to meet the witness without the judge | minuteshours |
| Pre-trial cross-examination Hearing |  |  | Defendant to attend in personAny intermediary relied on shall attend the Examination Hearing.Attendance of witness to be timetabled | minuteshours |
| Supplemental Special Measures Orders:  |
| Supplemental Orders:  |

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| **Pre-Trial Recorded Cross-Examination (s.28) – Intimidated Witnesses – s.17 YJCEA** |
| The judge being satisfied that the following witness(es) is/are eligible for assistance under s.17 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 u.18 |  |
| Witness |  | Date of Birth if u.18 |  |
| Witness |  | Date of Birth if u.18 |  |
| 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** |
| *Item* | *Date* | *Time Marking* | *☑ Directions* | 🕑 *Time Estimate* |
| Applications relevant to the witness – eg s.100 bad character; s.41 sexual behaviour; s.8 non-disclosure to be served by |  |  |  |  |
| Responses to above applications to be served by |  |  |  |  |
| s.28 directions hearingThe hearing may be vacated on all parties informing the Court CPO in writing that they are fully ready and no orders are required |  |  | 🞎 Defendant not required🞎 Defendant must attend🞎 Suitable for PVL | minuteshours |
| Date for witness to refresh their memory |  |  | 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 |  |
| Pre-trial cross-examination Hearing |  |  | Defendant to attend in person.Attendance of witness to be timetabled | minuteshours |
| Supplemental Special Measures directions:  |
| Supplemental Orders:  |

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| **FCMH - General** |
| *To resolve* | *Date* | 🕑 *Time Estimate* | ☑ *Directions* |
|  |  | minuteshours | 🞎 Defendant not required🞎 Defendant must attend🞎 Suitable for PVL🞎 Application/skeleton and supporting materials by: 🞎 Response and supporting materials by:  |

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| **Pre-Trial Review - General** |
|  | *Date* | 🕑 *Time Estimate* | ☑ *Directions* |
| The PTR may be vacated on all parties informing the court CPO in writing by Certificates of Readiness that they are fully trial ready and no orders are required.Specific issues to be considered: |  | minuteshours | 🞎 Defendant not required🞎 Defendant must attend🞎 Suitable for PVL🞎 Other:  |

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| **Ground Rules and Welfare and/or S.41 Sexual Behaviour and Pre-Trial Review – (not s.28)** |
|  | *Date* | 🕑 *Time Estimate* | ☑ *Directions* |
| Specific issues to be considered: |  | minuteshours | 🞎 GRH for prosecution witnesses🞎 GRH for defendant or defence witnesses🞎 Hearing to determine s.41 Sexual Behaviour application🞎 Defendant not required🞎 Defendant must attend🞎 Suitable for PVLAny intermediary relied on to attend.🞎 Not an intermediary case🞎 Other:  |

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| **Trial Preparation (these orders will only be required in more substantial cases)** |
| *Prosecution* | *Date* | *Defence* | *Date* |
| Opening NoteDraft agreed facts (admissions)Draft jury bundle index |  | Notice of objections; comments; responses, and requests for inclusion |  |
| Prosecution draft edited defendant’s interview (ROTI) |  | Defence response to defendant’s interview edits |  |
| Witness Timetable for prosecution witnesses with copy to the Witness Service |  | Any defence response to Witness Timetable |  |
| Other:  |  | Other:  |  |

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| **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 | 1. The witness requirements are as confirmed by the court on the Witness List and any special measures or orders endorsed shall apply
 |
| 1. 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 | 1. 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
 |
| 1. 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
 |
| 1. Any preference between screens or live link shall be identified after a court visit and shall include the witness’ reasons for the preference
 |
| 1. 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) | 1. 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 | 1. Particulars of the link must be provided not less than three weeks before trial - CrimPD 18.23-4
 |
| Expert witnesses – CrimPR 19 | 1. 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:
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| **Additional Orders:** |
| Additional Order | *Date* |
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| **Final Judicial Warnings:** |
| Judicial warnings given ☑ | 🞎 That failure to provide a sufficiently detailed Defence Statement may count against the defendant |
| 🞎 That failure to attend when required, whether from custody or bail, may be a separate offence |
| 🞎 At trial the defendant will have the right to give evidence |
| 🞎 If the defendant fails to attend trial the trial may proceed in his/her absence in which case advocates may withdraw and the judge may inform the jury of the reason for that absence |
| Other:  |
| Judicial warnings not given ☑ | 🞎 Reason:  |