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| ……………………………. Magistrates’ Court |

■ This form:

* collects information about the case that the court will need to arrange for an effective trial: CrimPR rules 3.2 and 3.3
* records the court’s directions: CrimPR rule 3.5.

■ After the court gives directions for trial, if:

* information about the case changes, or
* you think another direction is needed

**you must tell the court at once**: CrimPR 1.2(1) & 3.12.

Preparation for effective trial

Criminal Procedure Rules Parts 1 & 3

■ If the defendant pleads not guilty, and the court requires:

* the prosecutor must complete Parts 1, 2 and 4
* the defendant must complete Parts 1, 3 and 4
* the court will record directions in Part 5.

■ See also the:\*

* notes for guidance on using this form
* directions about intermediaries and ground rules hearings
* standard trial preparation time limits at the end of this form

|  |  |  |
| --- | --- | --- |
|  |  | **Court contact details** can be found at: <https://courttribunalfinder.service.gov.uk/search/> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Address | Phone  Fax |
|  | | | Email | |

|  |
| --- |
| **Part 1: to be completed by the prosecutor and each defendant (or defendant’s representative)** |

|  |  |  |
| --- | --- | --- |
|  | **Defendant 1** |  |

|  |  |  |
| --- | --- | --- |
|  | **Offence(s)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Police / CPS URN** |  | **Date of first hearing** |  |

|  |  |  |
| --- | --- | --- |
|  | **Defendant 2** |  |

|  |  |  |
| --- | --- | --- |
|  | **Offence(s)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Police / CPS URN** |  | **Date of first hearing** |  |

|  |  |  |
| --- | --- | --- |
|  | **Defendant 3** |  |

|  |  |  |
| --- | --- | --- |
|  | **Offence(s)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Police / CPS URN** |  | **Date of first hearing** |  |

|  |  |  |
| --- | --- | --- |
| **1** |  | **Prosecution contact details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Prosecuting authority |  | Phone |
|  | | | Email | |
|  | | | Contact for this case: | |

|  |  |  |
| --- | --- | --- |
| **2A** |  | **Defendant 1 contact details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Defendant | Address | Phone  Mobile |
|  | | | Email | |

|  |  |  |
| --- | --- | --- |
| **3A** |  | **Defendant 1 trial representative**\*\* |

|  |  |  |
| --- | --- | --- |
|  | No legal representative  OR  Representation is: legal aid granted  *Defendant’s representative to complete* legal aid applied for  privately funded |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Lawyer(s) /  firm |  | Phone  Ref |
|  | | | Email | |
|  | | | Address | |
|  | | | Contact for this case: | |

|  |  |  |
| --- | --- | --- |
| **2B** |  | **Defendant 2 contact details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Defendant | Address | Phone  Mobile |
|  | | | Email | |

|  |  |  |
| --- | --- | --- |
| **3B** |  | **Defendant 2 trial representative**\*\* |

|  |  |  |
| --- | --- | --- |
|  | No legal representative  OR  Representation is: legal aid granted  *Defendant’s representative to complete* legal aid applied for  privately funded |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Lawyer(s) /  firm |  | Phone  Ref |
|  | | | Email | |
|  | | | Address | |
|  | | | Contact for this case: | |

|  |  |  |
| --- | --- | --- |
| **2C** |  | **Defendant 3 contact details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Defendant | Address | Phone  Mobile |
|  | | | Email | |

|  |  |  |
| --- | --- | --- |
| **3C** |  | **Defendant 3 trial representative**\*\* |

|  |  |  |
| --- | --- | --- |
|  | No legal representative  OR  Representation is: legal aid granted  *Defendant’s representative to complete* legal aid applied for  privately funded |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Lawyer(s) /  firm |  | Phone  Ref |
|  | | | Email | |
|  | | | Address | |
|  | | | Contact for this case: | |

|  |
| --- |
| **Part 2: to be completed by the prosecutor** |

|  |  |
| --- | --- |
| **4** | **Case management information** |

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| --- | --- | --- |
| 4.1 | **Evidence**  Does the prosecutor intend to serve more evidence?  If yes, give details: | Yes  No |

|  |  |  |
| --- | --- | --- |
| 4.2 | **Disclosure of unused prosecution material**  Has the initial duty of disclosure of unused prosecution material been complied with?  If yes, when?       If not, anticipated date for service | Yes  No |

|  |  |  |
| --- | --- | --- |
| 4.3 | **Investigation**  Are there any pending enquiries or lines of investigation?  If yes, give details (including likely timescale): | Yes  No |

|  |  |  |
| --- | --- | --- |
| 4.4 | **Modern Slavery Act**  Is there any suggestion that a defendant has been a victim of slavery or exploitation?  If yes, give details including the date of any reference to the national referral mechanism: | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.5 | **Prosecution case**  The prosecution will rely on: *Tick / delete as appropriate* | Defendant 1 | Defendant 2 | Defendant 3 |
|  | defendant’s admissions in interview    defendant’s failure to mention facts in interview  [a summary] [a record] of the defendant’s interview  expert evidence  hearsay evidence  bad character evidence  [CCTV] [electronically recorded] evidence  [diagram] [sketch map] [photos] | | | |

|  |  |
| --- | --- |
| 4.6 | **Display equipment**  What equipment (live link or other media player, etc.) will the prosecutor need in the trial courtroom?  *The prosecutor must make sure that any electronic media can be played in the courtroom.* |

|  |  |  |
| --- | --- | --- |
| 4.7 | **Points of law**  Does the prosecutor presently expect the case to involve a complex, novel or unusual point of law and / or fact? If so what? | Yes  No |

|  |  |
| --- | --- |
| **5** | **Applications for directions** |

|  |  |  |
| --- | --- | --- |
| 5.1 | **Prosecution witness requiring assistance, special measures, etc.**  Are there any prosecution witness requirements that may make special measures, reasonable adjustments or other support appropriate? If yes, give details in Part 4. | Yes  No |

|  |  |  |
| --- | --- | --- |
| 5.2 | **Ground rules for questioning**  Does the prosecutor want the court to arrange a discussion of ground rules for questioning?  *If an intermediary is appointed, the court must discuss ground rules with the intermediary and advocates. A discussion may be helpful in other cases.* | Yes  No |

|  |  |  |
| --- | --- | --- |
| 5.3 | **Variation of standard directions**  Does the prosecutor want the court to vary a standard trial preparation time limit or make any other direction? If yes, give details: | Yes  No |

|  |
| --- |
| **Part 3: to be completed by each defendant (or defendant’s representative)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6** | **Advice on plea and absence** | Defendant 1 | Defendant 2 | Defendant 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credit for guilty plea; trial in absence**  Does the defendant understand that: |  |  |  |
|  | (a) they will receive credit for a guilty plea?  *A guilty plea may affect the sentence and any order for costs* | Yes  No | Yes  No | Yes  No |
|  | (b) the trial and sentencing, if convicted, can go ahead even if they do not attend?  *CrimPR rule 24.12* | Yes  No | Yes  No | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7** | **Partial or different guilty plea** | Defendant 1 | Defendant 2 | Defendant 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7.1 | **Mixed pleas**  If more than one offence is alleged, does the defendant want to plead guilty to any of them?  If yes, which offence(s)? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| 7.2 | **Basis of plea**  Does the defendant want to plead guilty, but not on the facts alleged?  *If yes, provide a written note of the facts on which the defendant wants to plead guilty.* | Yes  No | Yes  No | Yes  No |
| 7.3 | **Different offence**  Does the defendant want to plead guilty, but to a different offence?  If yes, what offence? | Yes  No | Yes  No | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8** | **Case management information** | Defendant 1 | Defendant 2 | Defendant 3 |

|  |  |
| --- | --- |
|  | *Initial details of the prosecution case should have been served: CrimPR rule 8.2. Questions 8.1, 8.2, 8.3 and 8.4 are to help the court find out what is in dispute and give appropriate directions for trial. Tick and give details as appropriate.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8.1 | **(a) presence**  The defendant was present at the scene of the offence alleged | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | Defendant 1 | | Defendant 2 | | Defendant 3 | |
|  | **(b) involvement**  The defendant [[carried out] [took part in] the conduct alleged] [drove the vehicle involved] | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(c) injury / loss / damage**  [Nature of injury] [extent of loss or damage] alleged by the prosecution | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(d) identification**  The defendant was correctly identified | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | | **(e) lawful arrest**  The defendant was arrested lawfully  Not disputed.  Disputed.  Irrelevant in this case  If disputed, explain what is in dispute: | |  | |  | |
|  | **(e) lawful arrest**  The defendant was arrested lawfully | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(f) interview**  The defendant’s interview [summary] [record] is accurate | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | |  | | Defendant 1 | | Defendant 2 | | Defendant 3 | |
|  | **(g) fingerprints / DNA**  [Fingerprint] [DNA] evidence | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(h) scientific evidence**  [Medical] [identification of drug] [other scientific] prosecution evidence | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(i) alcohol / drug testing procedure**  The [alcohol] [drug] testing procedure was carried out correctly | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(j) disqualification / court order (e.g. restraining order)**  The defendant was [disqualified from driving] [subject to the court order specified] at the time of the offence alleged | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | **(k) continuity**  Exhibits and samples were collected and delivered as stated by the prosecution (i.e. continuity) | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | | Not disputed  Disputed  Irrelevant in this case  If disputed, explain what is in dispute: | |
|  | | |  | |  | |  | |
|  | |  | | Defendant 1 | | Defendant 2 | | Defendant 3 | |
|  | **(l) anticipated defence(s) -** *Tick as appropriate*  The defendant is likely to rely upon the statutory defence of:  If there is any suggestion that the defendant has been a victim of slavery or exploitation, give details including the date of any reference to the national referral mechanism.  If any other defence is anticipated, give an outline.  OR - Irrelevant in this case | | self-defence  reasonable excuse  slavery or exploitation  other | | self-defence  reasonable excuse  slavery or exploitation  other | | self-defence  reasonable excuse  slavery or exploitation  other | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 8.2 | **Admissions**  Can any facts which are not in dispute be recorded in a written admission?  If yes, a written admission made by the defendant and the prosecutor [is set out here and signed at the end of this form] [is attached] [will be served later].  *Undisputed facts can be admitted by reference to a statement accepted in paragraph 8.1, e.g. “I admit 8.1(a)and (e).” Facts which are admitted are evidence: CrimPR rule 24.6 & Criminal Justice Act 1967, s.10.* | | Yes  No | | Yes  No | Yes  No |
|  | *Defendant 1 admissions* | *Defendant 2 admissions* | | *Defendant 3 admissions* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 8.3 | **Issues**  What are the real issues in this case? Explain:  (a) what particular facts are in dispute, if any, in addition to those identified in paragraph 8.1?  (b) what matters of law are in dispute, if any? | | |
|  | *Defendant 1 issues / disputes* | *Defendant 2 issues / disputes* | *Defendant 3 issues / disputes* |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | Defendant 1 | Defendant 2 | | Defendant 3 | |
| 8.4 | **Points of law**  Does the defendant presently expect the case to involve a complex, novel or unusual point of law and / or fact? If so what? | | Yes  No | | Yes  No | Yes  No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8.5 | **Defence statement**  Does the defendant presently intend to give a defence statement? *Giving a defence statement is voluntary, but if one is given it must include the information collected in paragraphs 8.1 and 8.3 and must include particulars of facts relied on by the defence.* | Yes  No | Yes  No | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8.6 | **Display equipment**  What equipment (live link or other media player, etc.) will the defendant need in the trial courtroom? *The defendant must make sure that any electronic media can be played in the courtroom.* |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9** | **Applications for directions** | Defendant 1 | Defendant 2 | Defendant 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9.1 | **Variation of standard directions**  Does the defendant want the court to vary a standard trial preparation time limit or make any other direction? | Yes  No  If yes, give details: | Yes  No  If yes, give details: | Yes  No  If yes, give details: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9.2 | **Defendant or defence witness requiring assistance, special measures, etc.**  Are there any defendant or defence witness requirements that may make special measures, reasonable adjustments or other support appropriate? If yes, give details in Part 4. | Yes  No | Yes  No | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9.3 | **Ground rules for questioning**  Does the defendant want the court to arrange a discussion of ground rules for questioning?  *If an intermediary is appointed, the court must discuss ground rules with the intermediary and advocates. A discussion may be helpful in other cases.* | Yes  No | Yes  No | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9.4 | **Trial in Wales**  If the trial will take place in Wales, does the defendant wish to speak Welsh (whether the defendant is likely to give evidence or not)? *See also paragraphs 11, 12.3 and 12.5.* | Yes  No | Yes  No | Yes  No |

|  |
| --- |
| **Part 4: to be completed by the prosecutor, each defendant (or defendant’s representative) and the court** |

|  |  |
| --- | --- |
| **10** | **Prosecution witnesses.** *If this information changes,* ***you must tell the court at once****: CrimPR rule 1.2(1) & 3.12.* |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Prosecutor to complete* | | | | | *Defendants to complete* | *All parties to complete* | | *For the court* | | |
| Name of witness | | Tick if under 18 | *If trial in Wales*  Evidence in Welsh? | Interpreter needed?  Specify language and dialect. | Special etc. measures? Specify.\*\* | What disputed issue in the case makes it necessary for the witness to give evidence in person? | Tick if attendance proposed  P D | | Tick if live link ordered | Evidence to be read (‘R’) or time required per witness  *EinC X-exam* | |
| 1) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 2) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 3) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 4) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 5) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 6) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 7) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| Name of prosecution witness | | Tick if under 18 | *If trial in Wales*  Evidence in Welsh? | Interpreter needed?  Specify language and dialect. | Special etc. measures? Specify.\*\* | What disputed issue in the case makes it necessary for the witness to give evidence in person? | Tick if attendance proposed  P D | | Tick if live link ordered | Evidence to be read (‘R’) or time required per witness  *EinC X-exam* | |
| 8) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 9) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 10) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 11) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 12) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 13) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 14) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |
| 15) | |  |  |  |  |  |  | 1  2  3 |  |  | D1  D2  D3 |

\*\*Special or other measures may include screens, evidence by live link or in private, video recorded evidence, intermediary, breaks in examination or other measures to accommodate disability. They may increase the time needed for the witness. In some cases, the defendant may not be allowed to cross-examine a prosecution witness. See also Part 5 of this form.

|  |  |
| --- | --- |
| **11** | **Expected defence witnesses.** *If this information changes,* ***you must tell the court at once****: CrimPR rule 1.2(1) & 3.12.* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | *Defendants to complete* | | | | *`* | *All parties to complete* | | *For the court* | | |
| Name of witness\* | | Called by | Tick if under 18 | | *If trial in Wales*  Evidence in Welsh? | Interpreter needed?  Specify language and dialect. | Special etc. measures? Specify.\*\* | Why is it necessary for the witness to give evidence in person? | Tick if attendance proposed  D P | | Tick if live link ordered | Evidence to be read (‘R’) or time required per witness  *EinC X-exam* | |
| 1) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 2) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 3) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 4) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 5) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 6) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 7) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| Name of defence witness\* | | Called by | Tick if under 18 | | *If trial in Wales*  Evidence in Welsh? | Interpreter needed?  Specify language and dialect. | Special etc. measures? Specify.\*\* | Why is it necessary for the witness to give evidence in person? | Tick if attendance proposed  D P | | Tick if live link ordered | Evidence to be read (‘R’) or time required per witness  *EinC X-exam* | |
| 8) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 9) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 10) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 11) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 12) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 13) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 14) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |
| 15) | | D1  D2  D3 |  | |  |  |  |  |  |  |  |  | P  D  D |

\*If a defendant is likely to give evidence, list that defendant’s name. \*\*Special or other measures may include screens, evidence by live link or in private, video recorded evidence, intermediary, breaks in examination or other measures to accommodate disability. They may increase the time needed for the witness. See also Part 5 of this form.

|  |
| --- |
| **Part 5: record of court’s decisions and directions for effective trial** |

|  |  |
| --- | --- |
| **12** | **Directions for trial:** *The court must actively manage the case by giving any direction appropriate to the needs of that case as early as possible: CrimPR rule 3.2(3). Complete or delete the following as appropriate* |

|  |  |
| --- | --- |
| 12.1 | **Service of evidence.** The prosecutor must serve any further evidence by:       *(date*) |

|  |  |
| --- | --- |
| 12.2 | **Disclosure.** If the initial duty of disclosure has not been complied with, the prosecutor must comply by:       *(date)* |

|  |  |
| --- | --- |
| 12.3 | **Witnesses & evidence.** See also Part 4 of this form. The court expects evidence to be given as indicated in that Part. A party who wants to use electronic media, etc. must check before the trial that it can be played in the courtroom.  **Trial in Wales.** If the defendant or any witness wishes to speak Welsh, a Welsh speaking judge / magistrates and legal adviser should be arranged if possible and a Welsh language interpreter is required for anyone unable to speak Welsh. |

|  |  |
| --- | --- |
| 12.4 | **Securing attendance** *CrimPR Part 17; rule 3.8(3)*.[Witness summons / warrant] [other steps to secure attendance] for:  *(name)*  *(name)* |

|  |  |  |  |
| --- | --- | --- | --- |
| 12.5 | **Interpretation ordered** | |  |
|  | Witness name / defendant | Language | To be arranged by |
|  |  |  | Court staff  Prosecutor |
|  |  |  | Court staff  Prosecutor |

|  |  |  |
| --- | --- | --- |
| 12.6 | **Special measures, reasonable adjustments or other support** | |
|  | Witness name / defendant | Type of special measure, adjustment or other arrangement |
|  |  |  |
|  |  |  |

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| --- | --- |
| 12.7 | **Prohibited cross-examination** *CrimPR Part 23*  The following defendant(s) must not cross-examine the following witness(es) except through a lawyer:  Witness(es) name(s)  Defendant 1  Defendant 2  Defendant 3  The following directions apply to a defendant prohibited from cross-examining who has no legal representative for the trial:  the defendant must give notice of appointment of a lawyer to cross-examine the witness(es) by:       *(date)*  If the defendant gives no such notice by that date then either:  the court appoints to cross-examine the witness(es)       *(defendant 1 lawyer)*  *(defendant 2 lawyer)*  *(defendant 3 lawyer)*; or  the court directs the appointment for that purpose of a lawyer or lawyers to be selected at a later date. |

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| 12.8 | **Directions for intermediary’s report and ground rules.** The directions at page 15 apply. |

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| 12.9 | **Standard trial preparation directions.** The court directs the arrangements for trial at page 14. The standard trial preparation time limits at page 16 apply [except] [with these variations]: |

|  |  |
| --- | --- |
| 12.10 | **Other directions**:  *After the court gives directions for trial, if information about the case changes, or you think another direction is needed,* ***you must tell the court and the other party or parties at once****: CrimPR rules 1.2(1) & 3.12.* |

|  |  |  |  |  |  |
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| **Arrangements for trial** | | | | | |
|  |  | Trial date: | Trial time: | | Trial Venue: |
|  |  | Custody time limit expires: | | Court category: | |
|  |  | Total estimated trial length:       hours:minutes  Including evidence and submissions:       Deliberations and decision:  *A detailed trial timetable must be considered and attached if necessary: CrimPR rules 3.8 & 3.13* | | | |
| *Signed:* | | Prosecution: | Defence: | | Court: |
|  |  | Completed on:       *(date)* | | | |

# Directions for intermediary’s report and ground rules

Intermediary’s report *CrimPR rule 18.32*

|  |  |
| --- | --- |
|  | Intermediary’s report to be delivered to the court by:       *(date)* |
|  | The court will determine the application for an intermediary by:       *(date)* |

Ground rules hearing *CrimPR rule 3.9*

|  |  |
| --- | --- |
|  | The court will discuss ground rules for questioning on:       *(date*)  *If an intermediary is appointed for a witness or for a defendant, the court must discuss the ground rules for questioning with the intermediary and the advocates before the witness or defendant gives evidence. Sufficient time must be allowed for this.* |

Ground rules: witness(es) *CrimPR rules 3.8(7), 3.9*

|  |  |
| --- | --- |
|  | The following ground rules will apply for the questioning of      ……………………….…………… (name of witness(es)):  (a) clear and simple language to be used;  (b) no tagged questions;  (c) no multiple questions;  (d) no questions to be repeated unless not heard or not understood;  (e) the witness must be allowed to answer one question before another is asked;  (f) questions to be asked in cross-examination to be submitted by:       *(date)*;  (g) other ground rules: |

Ground rules: defendant *CrimPR rules 3.8(7), 3.9*

|  |  |
| --- | --- |
|  | The following ground rules will apply for the questioning of a defendant:  (a) clear and simple language to be used;  (b) no tagged questions;  (c) no multiple questions;  (d) no questions to be repeated unless not heard or not understood;  (e) the defendant must be allowed to answer one question before another is asked;  (f) questions to be asked in cross-examination to be submitted by:       *(date)*;  (g) other ground rules: |

# Standard trial preparation time limits

*The court can vary any of these time limits. Time limits marked \* are not prescribed by rules or other legislation.*

***The total time needed to comply with all these time limits is 6 weeks (9 weeks if paragraph m applies).***

Written admissions (Criminal Procedure Rules, r.24.6; Criminal Justice Act 1967, s.10)

|  |  |
| --- | --- |
|  | The parties must serve any written admissions of agreed facts within **10 business days.**\* |

Defence statement (Criminal Procedure Rules, r.15.4; Criminal Procedure and Investigations Act 1996, s.6)

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|  | Any defence statement must be served within **10 business days** of the prosecutor complying with the initial duty of disclosure. |

Defence witnesses (Criminal Procedure and Investigations Act 1996, s.6C)

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| --- | --- |
|  | Defence witness names, etc. must be notified within **10 business days** of the prosecutor complying with the initial duty of disclosure. |

Application for disclosure (Criminal Procedure Rules, r.15.5; Criminal Procedure and Investigations Act 1996, s.8)

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| --- | --- |
|  | The defendant must serve any application for an order for prosecution disclosure as soon as reasonably practicable after the prosecutor complies with the initial duty of disclosure.\* *Under s.8 of the Criminal Procedure and Investigations Act 1996, no such application may be made unless a defence statement has been served.* |
|  | The prosecutor must serve any representations in response within **10 business days** **after that**. |

Witness statements (Criminal Procedure Rules, r.16.4; Criminal Justice Act 1967, s.9)

|  |  |
| --- | --- |
|  | The defendant must serve any defence witness statement to be read at trial at least **10 business days** **before the trial**.\* |
|  | Any objection to a witness statement being read at trial must be made within **5 business days of service of the statement.** *This does not apply to the statements listed in Part 4.* |

Measures to assist a witness or defendant to give evidence (Criminal Procedure Rules, rr.18.3, 18.13, 18.17, 18.22, 18.26)

|  |  |
| --- | --- |
|  | Any [further] application for special or other measures must be served within **20 business days.** |
|  | Any representations in response must be served within **10 business days after that**. |

Cross-examination where defendant not represented (Criminal Procedure Rules, rr.23.2, 23.4, 23.7)

|  |  |
| --- | --- |
|  | The defendant must serve notice of any representative appointed to cross-examine within **5 business days**.\* |
|  | The prosecutor must serve any application to prohibit cross-examination by the defendant in person as soon as reasonably practicable. |
|  | Any representations in response must be served within **10 business days after that**. |

Expert evidence (Criminal Procedure Rules, rr.19.3, 19.4)

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| --- | --- | --- |
|  | If either party relies on expert evidence, the directions below apply. | |
| (i) | The expert’s report must be served within **20 business days**.\* |
| (ii) | A party who wants that expert to attend the trial must give notice within **5 business days after (i)**.\* |
| (iii) | A party who relies on expert evidence in response must serve it within **10 business days after (ii)**.\* |
| (iv) | There must be a meeting of experts under rule 19.6 within **10 business days after (iii)**.\* |
| (v) | The parties must notify the court **immediately after (iv)** if the length of the trial is affected by the outcome of the meeting.\* |

Hearsay evidence (Criminal Procedure Rules, rr.20.2, 20.3)

|  |  |
| --- | --- |
|  | The prosecutor must serve any notice to introduce hearsay evidence within **20 business days**. |
|  | The defendant must serve any notice to introduce hearsay evidence as soon as reasonably practicable. |
|  | Any application to determine an objection to hearsay evidence must be served within **10 business days of service** of the notice or evidence. |

Bad character evidence (Criminal Procedure Rules, rr.21.2, 21.3, 21.4)

|  |  |
| --- | --- |
|  | The prosecutor must serve any notice to introduce evidence of the defendant’s bad character within **20 business days**. |
|  | Any application to determine an objection to that notice must be served within **10 business days after that**. |
|  | Any application to introduce evidence of a non-defendant’s bad character must be served within **10 business days** of prosecution disclosure. |
|  | Any notice of objection to that evidence must be served within **10 business days after that**. |

Previous sexual behaviour evidence (Criminal Procedure Rules, rr.22.2, 22.3, 22.4, 22.5)

|  |  |
| --- | --- |
|  | The defendant must serve any application for permission to introduce evidence of a complainant’s previous sexual behaviour within **20 business days** of prosecution disclosure. |
|  | The prosecutor must serve any representations in response within **10 business days after that**. |

Point of law, including abuse of process etc. (Criminal Procedure Rules, rr.3.3, 3.12)

|  |  |
| --- | --- |
|  | Any skeleton argument must be served at least **10 business days** **before the trial**.\* |
|  | Any skeleton argument in reply must be served within **5 business days after that**.\* |

Trial readiness (Criminal Procedure Rules, rr.3.3, 3.12)

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| --- | --- |
|  | The parties must certify readiness for trial at least **10 business days** **before the trial**,\* confirming that witnesses due to give evidence in person will do so and confirming the trial time estimate. |

June 2023