



How to read a criminal court register

HMCTS is in the process of rolling out a new digital case management system for criminal cases, Common Platform. This system will replace Libra and XHIBIT in due course. During the transitional period, courts will also be using the legacy systems and magistrates' courts will produce registers from both Common Platform and Libra.

This short guide is to help journalists interpret each version.

Journalists must be accredited and hold a **UK Press Card** issued under a scheme operated by the UK Press Card Authority to receive court registers.

Magistrates' Court register (Libra version)

REGISTER for 10/11/2021 1		Printed on 18/11/2021 at 11:39 by Robert.Smith	
South East County Magistrates' Court sitting at Anytown Magistrates' Court - Some Place, AnyTown, County, AB1 2CD 2		LJA: 2575 Rm: 01 (AM) 7	
Mr John Brown 123 Any Road Anytown AB1 2CD DOB: 24/02/1986 Age:37 Gender: Male 3		Case Number: 2100886632 Defendant Present: Yes 8 Attending Solicitor: Mr Steven section 38 AB Green Informant: MPHQ MP HQ Units URN: 01AB0120123 Post-Hearing Custody Status: Conditional bail	
1 EF87000 On 31/06/2021 at 22b Any Lane Some Town EF34 5GH without reasonable excuse did an act, namely attend 11b Any Lane Sometown EF34, which you were prohibited from doing by a non-molestation order made by Any Town Family Court on 13th JULY 2020 Contrary to section 42A(1) and (5) of the Family Law Act 1996. ASN/Seq No.: 1111AB0100000001111A/001 4		RC Remanded on bail until 04/12/2021 at 14:00 in courtroom 02, Any Town Magistrates' Court. Adjournment reason: for a pre-sentence report to be prepared. all options open. Conditions: Exclusion: not to contact directly or indirectly Jane Jones , Other: not to go to or enter Any Lane Sometown EF34 ABC. Reasons: to prevent offending. Defendant to attend. 9	
5 Plea: Not Guilty - 02/07/2021 Mode of Trial: Defendant Elects Summary Trial - 01/06/2021 Verdict: Found Guilty - 11/12/2021		URGENT Urgent result: domestic violence case. 10	
Mr Steve Green 234 Any Road Any Town CD1 2EF DOB: 24/08/1986 Age:36 Gender: Male		DDCH Defendant's personal details changed. 11	
1 AB12001 On 24/10/2021 at 299 Any Street, Another Town, GH56 7IJ without lawful excuse, damaged an internal door to the value of unknown belonging to Sarah Smith intending to destroy or damage such property or being reckless as to whether such property would be destroyed or damaged Contrary to sections 1(1) and 4 of the Criminal Damage Act 1971 ASN/Seq No.: 6		Case Number: 1201234567 Defendant Present: Yes Attending Solicitor: Mr Orange BEPS Informant: MPHQ MP HQ Units URN: 01AB0123456 Post-Hearing Custody Status: Custody or remanded into custody	
		RI Remanded in custody until 18/11/2021 at 14:00 in courtroom 03 Any Town Magistrates' Court. Basis: before conviction. Adjournment reason: for the trial. Bail exceptions: likely to offend (physical or mental injury), to prevent interference with witnesses or otherwise obstruct the course of justice, whether in relation to the defendant or any other person. Reason for applying: nature and seriousness of offence, broken bail conditions, offended on bail.	

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|-------------------------------------|--|--|
| 1. Date of hearing | 6. Offence number for defendant | 9. Hearing results that day |
| 2. Court heard at | 7. Local justice area code, court room and time heard | 10. Any urgent matters |
| 3. Defendant details | 8. - Libra case reference | 11. If defendants details are changed or they are marked as present |
| 4. Offence code and details | - Defence present | |
| 5. - Plea | - Solicitor details | |
| - mode of trial determined by court | - informant | |
| - verdict | - Police force (code) | |
| - dates | - Unique Reference Number (URN) provided by police | |
| | - Bail/custody status | |

Magistrates' or Crown Court register (Common Platform version)

The media register will be produced as a .csv file which can be opened and formatted in a spreadsheet application such as Microsoft Excel. This file will have a row for each charge a defendant faced. Similarly, each defendant in a multi-handed case will each have their own row in the .csv file.

Name	Organisation	Date of birth	Address	URN/PAR	Prosecutor name	Prosecutor address	Defence solicitor name	Defence solicitor address	Hearing Date	Hearing type
John SMITH		10/02/1972	2b Any Lane, Some-Town EF34 5GH	12AB0001234	SomeTown Police	SomeTown Police headquarters, 299 Any Street, SomeTown, GH56 7IJ			26/02/2022	Sentence

Court Name	Reporting restrictions	Defence counsel attendees	Prosecution counsel attendees	Judiciary	Legal Adviser/ delegated power	Offence	Offence date	Plea value and Plea date. Verdict value and verdict date	Conviction date
SOMETOWN Magistrates' Court		Joanne Blue	Linda Green CPS	Mrs J Brown Magistrate, Mrs H Orange Magistrate		Harassment - breach of a restraining order on conviction, Contrary to section 5(5) and (6) of the Protection from Harassment Act 1997. On 23/02/2022 at Any Town without reasonable excuse, you WERE AT 122B ANY ROAD, ANYTOWN and WERE IN THE PRESENCE OF Jane BROWN which you were prohibited from doing by a restraining order imposed by SOMETOWN MAGISTRATES COURT on 13/09/2017	23/02/2022	Plea: GUILTY on 2022-02-24	24/02/2022

Case results for defendant	Offence level
Costs to Crown Prosecution Service - Amount of costs: ~£85.00. Surcharge - Amount of surcharge: ~£128.00. Reserve Terms Lump sum - Pay lump sum in full within: lump sum 14 days. Application made for benefit deductions/Collection order - Collection order type: Deductions from benefit. Account Consolidated - Account to be consolidated with existing account number: 123456789A. Total suspended custodial period - Total custodial period: 8 Weeks, Suspended period: 12 Months, The custodial sentence has been suspended because: Real prospect of rehabilitation and defendant's willingness to engage.	Unpaid work - Number of hours: 200 Hours. Suspended sentence order - imprisonment - Imprisonment Period: 8 Weeks, Imprisonment reasons: the offence(s) are so serious that only a custodial sentence can be justified, The reasons for this: Persistent breach of the order aggravated by a substantial history of previous breaches of the order, Supervising Court: Llanelli Magistrates' Court, Total custodial period: 8 Weeks, Suspended period: 12 Months, The custodial sentence has been suspended because: Real prospect of rehabilitation and defendant's willingness to engage. Guilty plea taken into account Rehabilitation activity - Max number of days: 25 Days.

Please note the image above of a Common Platform register is for illustration purposes only. A .csv file will require formatting to display like this.

Common Platform (CP) registers are provided in Excel CSV format – headings are as follows;

Name – defendant name

Organisation – if the defendant is an organisation

Date of birth – defendant's date of birth

Address – defendant's address

URN/PAR – unique reference number provided by the police, to be used to identify the case.

PAR is Prosecution Authority Reference - it is a reference for non-police cases which don't have a URN.

Prosecutor name – who is prosecuting the case/ i.e. CPS, DVLA

Prosecutor address – as described

Defence sol name – The firm/chambers who are representing the defendant

Defence sol address – as described

Hearing date – Date the hearing took place

Hearing type – Type of hearing taking place, e.g. PTPH, trial, sentencing

Court name – The courthouse the case was heard at

Reporting restrictions – If any reporting restrictions were ordered by the court, they will be recorded here, and the press must abide by these rules, i.e. to not report specific names.

Defence counsel attendees – Name of counsel that attends for the defendant

Prosecution counsel attendees – Name of counsel that attends for the prosecution

Judiciary – The name of the Judge or magistrates that heard the case

Legal adviser/delegated power – The name of the legal adviser that dealt with the case, and if this was using delegated powers, i.e. without the judiciary.

Only populated if delegated powers being used

Offence – Details of the offence/s

Offence date – The date that the offence/s took place

Plea value and Plea date. Verdict value and verdict date – What plea the defendant entered and on which date. The verdict of the court and on which date.

Conviction date – The date the defendant either pleaded guilty or was found guilty by the court

Case results for defendant – These are results for the whole case, i.e. payment terms, criminal directions

Offence level – These are results for each particular offence, i.e. adjourned, final sentence/disposal, warrants