

Assigning Documents within Case Center

SECTION	DOCUMENTS:
AA (CC/Medio Guidance – Document locations)	Link to MCS Case Center SOP Link to Medio Guide Link to JAG Section 28 Guidance Link to JAG Guidance on remote attendance Where to Assign documents on Case Center
A (Case direction)	SPA Direction letter Notice of Appeal Notice of decision to contest appeal Discontinuance notice Confirmation of election and what powers the CO had
B (Charge)	Charge sheets Amended charge sheets
C (Case summary)	Case Summary
D (Basis of plea)	All versions of basis of plea and Prosecution responses
E (Witness Statements)	Statements received with initial papers Additional statements
F (Exhibits)	Exhibits service with initial papers Further exhibits
G (Defence Statement)	Defence Statement
H (Applications)	Special measures; Hearsay; Bad character; Stage date directions; Virtual attendance applications; Skeleton arguments; Application for Bench Warrant; All other applications except for Custody and applications on conviction
I (Pre-cons) Multi-handers have their own sections	PNC Print JPA Print
J (Transcripts of ABE Interviews)	Including (final) edited transcripts and video's, clearly labelled
K (Streamlined Forensic Reports)	SFR1 Reports
L (Expert Reports)	Reports for trial including intermediary reports
M (Trial Documents)	Standard witness tables; Trial Readiness Certificates; Opening note; Schedules – CCTV schedule and s.10 admissions; Ground Rules Hearing Forms; Draft questions when ordered; Ineffective Trial Forms; Defence Trial exhibits;

	Edited ROTIs Board Notes/Questions
O (AFCLAA Correspondence)	Letters and Diary of Events Legal Aid Confirmation
P (PTPH Form)	PTPH form
Q1 (Sentence, Prosecution & Probation)	Probation report (if ordered) Psychiatric reports; Victim Personal Statement; Applications for ancillary orders by the JA & Board (e.g. SHPO, Destruction orders) Rule 114;
Q2 (Sentence, Defence)	Applications for ancillary orders on sentence and responses to prosecution applications; SJARs; Character statements; Psychiatric reports; Any other material to be considered by the JA & Board
R (Custody)	SC1, AW1
S (Court Final Orders)	TRNs; Custody orders; Any post-trial paperwork (SCO, SSO, SSPO, Completed SHPO, Certificate of Conviction or Finding (including interim if required) DVLA disqualification documents & any other ancillary orders;
T (Judges Orders/Directions)	Case management orders (made in open court or administratively) Stage direction extensions; Legal Directions & Routes to verdict; Ground Rules orders or adjustments; Written rulings; Interim Restraining Order; Reporting restrictions; Anonymity order
U (Transcripts – Court Rulings)	Transcripts requested arising from court rulings or sentencing remarks
UND1 (Unused – Notices & Schedules)	Disclosure Management Document
PJ (MCS Correspondence)	Any material that should not be seen by other parties Undisclosed - Board Notes/Questions
PJ1 (MCS Court Notice/Personalities)	Personalities for cases Court notices