



**Summary of key changes to the text of the Plea and Trial Preparatory Hearing form (PTPH2 - DCS version) to be used from 22<sup>nd</sup> July 2019 onwards for PTPH hearings from 29<sup>th</sup> July 2019**

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**1. 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.

**2. 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.

**3. 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.

**4. 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.

## 5. 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.

## 6. 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.

## 7. 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.

## 8. 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.

## 9. 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.

## 10. 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.

## 11. 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

## 12. Further Information

- Users should refer to the Criminal Practice Direction and the Better Case Management Handbook 2018 for more information on the use of the PTPH form.

10<sup>th</sup> July 2019