



**Judiciary of
England and Wales**

National Listing Framework

Court Listing Plan

Model Plan A — a medium centre

September 2026



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Model Plan A — a medium centre

This is a model Plan. Northgate Crown Court is fictional. It illustrates how a medium centre with a mixed workload and two local initiatives might complete the national template; Model Plan B illustrates a smaller centre.

1. Status, approval and version

Crown Court centre	Northgate Crown Court, incorporating the Eastgate annexe
Resident Judge	HHJ []
Approved by	[], Presiding Judge, [] Circuit
Approved / published	14 May 2027 / 1 June 2027
Version	1.0 · next review due June 2028

LISTING AT THIS CENTRE

Form of Flexible Date listing	Specified date — accommodated within one or two days and in any event the same week
Case Progression Meeting	Tuesday of the third week before the trial week, 10.00am, by video
Representations about listing	northgate.listing@justice.example — by 4.30pm on the Monday before the meeting
Listing enquiries	northgate.listing@justice.example
Advance List / Firm List	Monday of the fourth week / Monday of the second week
Trial-date variation by agreement	Permitted in the circumstances at section 10; otherwise determined by a judge

Local initiatives

Domestic Abuse Best Listing Scheme;
Short Trial Court. No Review Court

This page summarises information set out in full in the sections which follow.

This Court Listing Plan is made under Chapter 4 §24 of the CrimPDL and is supplemental to it. It explains how the National Listing Framework operates at this court centre and identifies the local listing arrangements adopted under Chapter 2 §3. It cannot override the CrimPDL, any guidance or direction issued by the Senior Presiding Judge, or a judicial order or direction in an individual case.

2. Court-Centre profile and available capacity

Northgate Crown Court serves the city of Northgate and the surrounding county, and also receives work from the Eastgate annexe two miles away, which has two courtrooms and was absorbed into the centre in 2019.

The centre has eleven physical courtrooms: nine at Northgate and two at Eastgate. Northgate is a combined court centre, and two of its nine courtrooms are shared with the civil and family jurisdictions. The Crown Court can ordinarily rely on nine physical courtrooms. A shared courtroom is used only when released, and not ordinarily for a trial expected to exceed three days.

The centre also has a hearing facility regularly used for remote and hybrid short hearings. It adds no jury-trial capacity but releases some physical courtroom capacity.

Eastgate has no cells and no secure dock; custody cases and cases requiring enhanced security are listed at Northgate. Two Northgate courtrooms have full section 28 and live link facilities; a third has live link only.

The workload includes a significant volume of serious sexual offence work and a smaller number of long fraud trials.

3. Local listing arrangements under Chapter 2 §3

The following local listing arrangements operate at this centre. Arrangements described elsewhere in the Plan are identified by cross-reference below.

Section 28 recording rota

Ground rules hearings are listed at 9.30am on Tuesdays, Wednesdays and Thursdays. Section 28 recordings for adult complainants are listed at 10.00am on Mondays and 2.00pm on Fridays; recordings involving child witnesses at 10.00am on Wednesdays before a judge authorised to try such cases. The rota concentrates section 28 work in the two courtrooms with recording facilities and gives the intermediary service and the Witness Care Unit predictable dates. The procedural detail is in the Northgate Section 28 Guidance, available from the listing office.

Appeals listing day

Appeals from the magistrates' courts are ordinarily listed on Fridays in Court 4 at Northgate, to secure judicial continuity and magistrate availability and to avoid appeals displacing trial capacity across the week. An appeal requiring an unusual constitution or a longer hearing is listed separately where necessary.

Other standing arrangements

Reserved capacity for the Expedited Trial Scheme and the Short Trial Court — section 7.

- Preliminary date-offering before the PTPH — section 5.
- Post-ineffective trial hearings — section 10.
- Reserved prison video-link sessions — section 11.
- Cross-centre listing arrangement — section 14.

Arrangements arising from separate local guidance

Separate local guidance is maintained on section 28, confiscation and interpreters. Where a provision of that guidance is itself a local listing arrangement it is identified above; the detailed procedure remains in the separate guidance. Any local listing arrangement relating to section 28 must be consistent with Ch4 §5: the fact that cross-examination has been pre-recorded does not itself reduce the priority of the case.

4. Allocation of trial and non-trial capacity

For the purposes of this Plan, short work means all Crown Court business other than trials. The ordinary listing profile is:

- seven courtrooms allocated to trial work;
- one courtroom to plea and trial preparation hearings;
- one courtroom to sentence and other short work;
- the remote and hybrid hearing facility to suitable short work.

The profile varies with judicial availability and with the release of shared courtrooms. Short work is ordinarily listed at 10.00am, with trials commencing at 10.30am or on the conclusion of short work, whichever is earlier. Short work is not ordinarily listed in a trial courtroom after the first day of a trial.

The centre maintains sufficient Fixed Date capacity for Tier 1 and Tier 2 trials, cases subject to custody time limits and cases within the Expedited Trial Scheme. Tier 3 and Tier 4 trials are ordinarily accommodated through Flexible Date capacity. Longer trials and work requiring particular judicial authorisation are listed by reference to the availability of authorised judges and discussed at the Resident Judge's fortnightly deployment meeting, at which capacity pressures are a standing item.

This Plan does not allocate a fixed proportion of capacity to individual Priority Tiers. Priority Tiers guide the relative priority of individual cases; they are not quotas for the use of courtrooms.

5. Fixed Date and Flexible Date arrangements

All trial listings at this centre are designated as either a Fixed Date (1F) or a Flexible Date (2F). The superseded expressions "backer", "floater", "fixed floater" and "priority floater" are not used.

Tiers 1, 2, 5, 6 and 7 are ordinarily listed as Fixed Date. Tiers 3 and 4 are ordinarily listed as Flexible Date. The court may depart from that allocation where the interests of justice require, including where doing so would permit a materially earlier trial date (Ch4 §3(b)).

The form of Flexible Date listing used at this centre

Northgate uses the specified date model. A Flexible Date case is listed for a specified date, which may include listing to follow a Fixed Date trial, with the expectation that if it is not reached on that date it will be accommodated within one or two days and in any event within the same week. Every trial at this centre, whether Fixed Date or Flexible Date, is listed for a specified date; the defined period model is not used.

Allocation at the plea and trial preparation hearing

The Priority Tier and the listing type are determined at the PTPH, having heard any representations from the parties, and are recorded on the PTPH form and in the judicial memorandum — for example "T2, 1F". Where the court finds exceptional impact, or allocates a sexual offence case outside Tier 2, brief reasons are recorded.

Before that hearing the Forward Listing Officer offers trial dates on the assumption that the case will be a Flexible Date, unless it is apparent that a Fixed Date is likely — a case involving a death, an allegation of sexual offending, an estimate exceeding five days, or a case allocated to a High Court Judge or to the Terrorism Cases or Economic Crime Lists. Custody cases are offered dates within the applicable custody time limit, although custody status does not itself determine the tier or the listing type. Where the judge takes a different view, a revised date is obtained before the parties leave.

The preliminary date-offering process is a local arrangement in its own right, and is described rather than left as office practice.

6. Use of shared trial capacity

This centre lists more than one case against available trial capacity only in the Short Trial Court described at section 7, and occasionally where two Flexible Date cases of short estimate are listed to follow the same Fixed Date trial.

Where capacity is shared, the parties are told so at the point of listing, and with what. The case which will proceed is identified as early as the position allows, and in any event by the Firm List where practicable. Witnesses are not warned for a case which is not expected to be reached, and

the Witness Care Unit is informed at the Case Progression Meeting. If a case sharing capacity is not reached, section 10 applies.

A higher Priority Tier does not automatically displace a case already listed. Where accommodating one case would require another trial to be moved, that is a fresh judicial listing decision in both cases.

Northgate makes limited use of shared capacity, and sets out the circumstances and safeguards expressly. Model Plan B, which shares capacity more routinely, gives a fuller account.

7. Local initiatives

The Domestic Abuse Best Listing Scheme

Suitable cases are identified at or before the PTPH and listed for trial approximately fourteen weeks afterwards, rather than in the ordinary listing sequence. Two trial courtrooms carry reserved scheme capacity each week. The scheme is intended for cases of short estimate with a limited number of witnesses, where the issues are clear and an early date is likely either to secure a resolution or to enable a short effective trial. The PTPH judge decides, on application or of the court's own motion, applying the published qualifying criteria. Scheme cases are allocated a Priority Tier and listing type in the ordinary way; because the scheme operates against reserved capacity, a scheme listing is made on the footing that a court and judge will be available.

The Short Trial Court

One courtroom each week is dedicated to short cases, which may be listed earlier than their Priority Tier would otherwise indicate. It takes cases with an estimate of two days or less, ordinarily Tier 3 or Tier 4, selected by the Listing Officer in consultation with the Resident Judge. More cases may be listed than can be accommodated; the parties are told at the point of listing that the case is in the Short Trial Court, that it shares capacity, and what that means. Section 6 applies. The Short Trial Court operates subject to any guidance issued by the Senior Presiding Judge.

Review Courts

This centre does not currently operate a Review Court. Should the Resident Judge allocate capacity for that purpose, this Plan will be amended.

8. The run-up to trial

The run-up to trial at this centre is a single process, from the Advance List through readiness review and the Case Progression Meeting to the Firm List. Trial estimates must be realistic and kept under review, and must include the time required for jury deliberation and any other necessary time. This centre does not operate any estimating convention inconsistent with those requirements.

Advance List	Published on the Monday of the fourth week before the trial week
Certificates of Trial Readiness	Served by 4.30pm the same day, on the Digital Case System
Case Progression Meeting	Tuesday of the third week, 10.00am, by video
Three-Week and One-Week Reviews	Resident Judge or deputy, informed by the meeting
Firm List	Monday of the second week before the trial week
Daily Lists	Day before the sitting — draft by 12 noon, final by 3.30pm

Certificates of Trial Readiness are directed at the PTPH and at any subsequent pre-trial hearing. Any case in which a certificate has not been served, or in which a matter is identified which may affect readiness, the estimate or effectiveness, is put before the Case Progression Meeting.

The meeting is convened and chaired by the Northgate Case Progression Team. The Witness Care Unit, the Crown Prosecution Service and a Listing Officer or Case Progression Officer must be represented, and those attending must be briefed on every trial listed for the week under review. Defence representatives and barristers' clerks may attend; where a person entitled to attend cannot do so, written representations may be made under section 9. The meeting records a view on the readiness and likely effectiveness of each trial. It does not determine contested applications and does not replace judicial case management.

Whether witnesses are warned, or stood down, is a decision for the prosecutor. The meeting exists to ensure that decision is taken on the best available information and in time. The defence remains responsible for arrangements concerning its witnesses.

At the Three-Week and One-Week Reviews the Resident Judge or a deputy determines whether any Fixed Date case is at risk of not being reached and whether a mention hearing is required. The Daily List indicates whether a trial is "to be heard only in this courtroom" or "may be heard in another courtroom".

Certificates fall due on the day the Advance List appears, so the meeting nine days later has something to work with.

9. Representations about listing

Representations about listing may be made by any party or interested person, to northgate.listing@justice.example — a monitored team inbox, not an individual address. Representations intended for the Case Progression Meeting should be sent by 4.30pm on the Monday before the meeting; representations in response to the Firm List or the Daily List, promptly, to the same address.

A useful representation identifies the case name and URN, the trial week, the issue, why it affects readiness or listing, what has already been done about it, and what is sought from the court. Receipt of a representation does not determine an application which requires a judicial decision.

One route serves both purposes, with one deadline stated in terms.

10. Trial-date variations, trials not reached and delegated authority

Variation of a trial date

A trial date, once fixed, is not varied without good reason. The unavailability of an advocate will not normally justify variation where the court considers that suitable alternative representation can reasonably be arranged without causing unfairness (Ch4 §9(c)).

Circumstances determined by the Resident Judge under Ch4 §9(d)

The Listing Officer may agree a variation with the consent of all parties, without reference to a judge, where there is good reason for the variation, the change causes no undue delay, and all of the following apply:

- the case is Tier 3 or Tier 4;
- the trial estimate does not exceed three days;
- the new date is not more than four weeks later than the existing date;
- no witness has been warned, or the Witness Care Unit confirms that no warned witness is adversely affected, and the defence gives equivalent confirmation for its witnesses;
- no defendant is in custody and no custody time limit applies;
- the case is not within the Expedited Trial Scheme; and
- the parties confirm in writing that they consent and have considered the impact on the defendant and on witnesses.

Each such variation is recorded and reported to the Resident Judge monthly. In any other case an application to vary a trial date is determined by a judge at a hearing (Ch4 §9(e)).

The CrimPDL requires these circumstances to be determined and leaves their content entirely to the Resident Judge. The seven conditions here are illustrative; Model Plan B determines none at all. What matters is that they are settled, published, and capable of being applied by a Listing Officer without a judgement call.

Trials not reached, and ineffective trials

Where a trial is not reached for lack of court time it is listed before a judge for further directions. It is not re-listed administratively. Where practicable that hearing takes place on the date on which the case was listed and not reached. At that hearing the court reconsiders the Priority Tier and the

listing arrangements; a Flexible Date trial not reached within its period is, so far as practicable, given a Fixed Date on re-listing.

Where a trial becomes ineffective, the case is listed before the Resident Judge or a deputy at 9.30am on the following Friday for further directions, with the prosecution and the defence represented and the Witness Care Unit notified. The purpose is to establish why the trial was ineffective, to give any directions needed to ensure the re-listed trial is effective, and to consider whether the case should be given greater priority or a Fixed Date.

11. Urgent and specialist standing arrangements

Custody time limits. Any application relating to a custody time limit is listed as a matter of urgency, and ordinarily within two working days. The Listing Officer refers such applications to the Resident Judge or, in the Resident Judge's absence, to the appointed deputy.

Live links. The operative edition of the Lady Chief Justice's Live Links in Criminal Courts Guidance applies. Prison video-link capacity is reserved in Court 3 for the sentence and mentions list on Tuesday and Thursday afternoons. Three Northgate courtrooms have live-link facilities.

Restraint orders. Applications for restraint orders, and to vary or discharge them, are referred to the Resident Judge or a nominated judge and treated as urgent.

12. Engagement with court users

- **Listing enquiries:** northgate.listing@justice.example
- **Case progression:** northgate.caseprogression@justice.example
- **Representations about listing:** as at section 9

The Northgate Court Users Group meets quarterly, chaired by the Resident Judge and attended by representatives of the local Bar, the solicitors' profession, the Crown Prosecution Service, the Witness Care Unit, the probation service and HMCTS. Items may be raised through the listing inbox marked for the attention of the Resident Judge's clerk. The Resident Judge meets the Listing Officer and the Case Progression Team monthly, and standing arrangements are in place with the Crown Prosecution Service and the Witness Care Unit for the exchange of information relevant to readiness and listing.

These arrangements exist to improve the information available for listing; they are not a route for circumventing judicial decisions or formal applications.

13. Judicial responsibility and escalation

Listing is a judicial responsibility and function. HMCTS staff perform an essential operational role in support of the court and in accordance with judicial direction, and judicial oversight is maintained over all listing practices at this centre.

A record of trials not reached and of ineffective trials and their causes is maintained by the Resident Judge's clerk and reviewed quarterly, so that systemic causes can be addressed.

Matters requiring judicial attention are escalated promptly, and without waiting for a scheduled review where the matter is urgent.

Where at the PTPH the judge considers that a case would benefit from early reservation to a trial judge, the case is referred to the Resident Judge by note on the Digital Case System, and the Resident Judge allocates or gives directions.

Referral arrangements

Urgent matters requiring a judicial decision are referred through the listing office to the Resident Judge or, in the Resident Judge's absence, to the appointed deputy. Where the matter cannot await either, the listing office identifies a Circuit Judge sitting at the centre who is able to deal with it.

14. Regional and cross-centre arrangements

Northgate participates in a cross-centre arrangement with Bramwell Crown Court, 22 miles away, as Bramwell's designated receiving centre. Northgate may receive longer trials which Bramwell cannot accommodate without disproportionate effect on its trial programme, cases requiring judicial authorisation not held at Bramwell, and urgent applications when neither Bramwell Circuit Judge is sitting.

Transfers are arranged in accordance with Ch4 §26, which this Plan does not alter. Before a case is transferred the parties are informed and may make representations.

A receiving centre records its side of a cross-centre arrangement too. Model Plan B describes the same arrangement from the sending centre's perspective.

15. Review, amendment and version control

This Plan is reviewed annually in June, and whenever there is a material change to national guidance or to the arrangements it describes (Ch4 §24(b)). Each review considers whether any new local practice has developed which amounts to a local listing arrangement.

Material amendments are submitted to the Presiding Judges for approval before publication; minor administrative updates are not. A single current version is published, and superseded versions are archived.

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