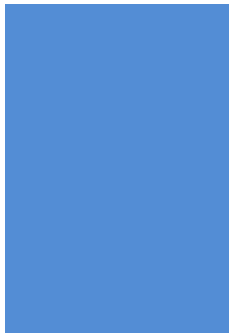
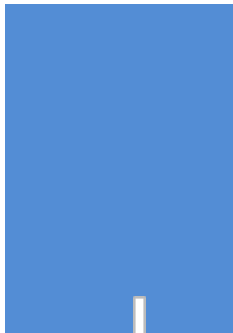


Practice Direction Reference	Stage	Responsible party	Summary of Key Actions (refer to full practice direction for details)
3.1 - 3.3	AT COMMITTAL	PROSECUTION	Obtain and provide <u>sufficient copies</u> of the following:- (a) all CCTV footage with related passwords, and still photographs taken from such footage; (b) copies of all still photographs of witnesses, scenes or exhibits; (c) any maps that are to be relied upon as exhibits by the prosecution.
3.5 - 3.6, 3.8 ; 6.13-6.14	By 10 working Days BEFORE ARRAIGNMENT	DEFENCE	Consider what <u>expert witnesses</u> are required , what date they can examine the defendant, or perform such tests or carry out any inspections required to report; the date by which they can produce a report, and what or other documents, exhibits or inspection they may require to prepare a report. Obtain written consent from defendant for disclosure , and Instruct and send papers to Counsel. LODGE DEFENCE STATEMENT within time required (21 days where disclosure is made at committal) or apply for extension. Lodge and serve Third Party Disclosure applications (County Court Judge trial), or apply for extension.
3.8, 6.2 - 6.20	DISCLOSURE Within 15 - 20 Working Days of Defence Statement	PROSECUTION & DEFENCE	PROSECUTION DISCLOSURE: Full disclosure to be made within 15 working days of Defence Statement , or apply for extension. If full disclosure not received within specified time, DEFENCE must immediately email PPS advising what is outstanding, and if reply is not received within 5 working days, immediately lodge and serve an application under s8 of the Criminal Procedure and Investigations Act 1996.
3.7-3.10, 4.2; Annex A 3.1-3.4 Annex C if Case Overview Form required	by 5 working Days BEFORE ARRAIGNMENT	DEFENCE	Advise all parties in writing if No Bill, Fitness to Plead, Newton hearing or Quash Indictment application is to be made. Lodge Defence Statement , or apply for extension, if not already lodged. Where defendant, or witness is a child or vulnerable, all parties must be notified in writing of nature of vulnerability and any special requirements to be requested. Defence solicitor to make application to the court for <u>Registered Intermediary</u> where defendant is young or otherwise vulnerable. (<i>Annex A 2.5</i>) Where notified that case is to be managed by the Senior Criminal Judge, the Defence must lodge the completed Case Overview Form as instructed (<i>Annex C</i>).
3.11, 4.1 - 4.2, 5.1-5.3, 5.20, 6.1, 6.14 - 6.16 Annex A 3.2-3.6;	AT ARRAIGNMENT	PROSECUTION & DEFENCE	GUILTY PLEA: the Judge will fix date to hear plea in mitigation and sentence, and set date by which all necessary papers are lodged in Court and served on other parties. Where defence have notified that a Newton Hearing is to take place, and it involves a vulnerable witness / defendant, the protocols at Annex A / B will apply as appropriate.

OR

Annex B
3.3 - 3.6



NOT GUILTY PLEA: Court must be advised of any interlocutory applications. Any additional evidence is to be served, witness list to be agreed ; give estimated length of trial, and inform court if any witness or defendants are vulnerable. Judge will determine whether the case is suitable or not suitable for early trial, and consider any issues of vulnerability. Special measures applications normally to be made, where appropriate. Court will deal with case management and any ground rules hearings on same date where appropriate.

Trial Preparation

5.4 - 5.11, 6.1- 6.20	SUITABLE FOR EARLY TRIAL (No issues of Vulnerability) 5.4 - 5.10	JUDGE AND ALL LEGAL REPS	AT ARRAIGNMENT, List for trial / standby trial date within 12 weeks . Availability of all required witnesses to be confirmed for those dates, or checked for 12 weeks beyond trial date. Set date for hearing any outstanding Disclosure matters. If required, list for Review Hearing within 2 weeks after arraignment. <i>Where a Case is suitable for Early Trial but involves a Vulnerable Witness or Defendant the Case Management and Ground Rules Hearings procedures will apply.</i>	5.4-5.11, 5.12-5.14, 5.17-5.20 6.1 - 6.20	EARLY TRIAL INVOLVING VULNERABLE WITNESS OR DEFENDANT OR NOT SUITABLE FOR EARLY TRIAL	JUDGE AND ALL LEGAL REPS	AT ARRAIGNMENT, Judge will conduct a Case Management Hearing to determine which issues require resolution, including special measures and disclosure matters. In cases with a vulnerable witness or defendant a Ground Rules Hearing should also be heard where appropriate. Where possible, case will be listed for trial within 12 weeks. Availability of all required witnesses to be checked / confirmed for those dates, and for 12 weeks beyond trial date, and all disclosure matters dealt with within specified time periods. Where necessary, if not dealt with at arraignment, Case Management Hearing / Ground Rules Hearing will be listed within 4 weeks.
-----------------------	---	--------------------------	---	---	--	--------------------------	--

5.1	REVIEW HEARING 2 weeks after ARRAIGNMENT (where required) 5.9 - 5.10, 6.14-6.20	JUDGE AND ALL LEGAL REPS	Once the Court is satisfied that all issues are or will be resolved, the trial dates will be confirmed or varied, and prosecution and defence should notify their witnesses of confirmed trial dates. Defence must lodge and serve Third Party Disclosure applications within 10 days of Arraignment for High Court Judge trial, or where extension has been granted by County Court Judge.	5.15-5.21, 7.1-7.3, Annex A sections A2, A3, A4, Annex B sections B2, B3, B4	CASE MANAGEMENT HEARING (CMH) At or within 4 weeks of ARRAIGNMENT	JUDGE AND ALL LEGAL REPS	Court will deal with all outstanding issues at CMH, or set further review dates where necessary. Once the Court is satisfied that issues are or will be resolved, the trial dates will be confirmed or varied, and prosecution and defence should notify their witnesses, Registered Intermediaries and Witness / Young Witness Service where required, of confirmed trial dates. Defence must lodge and serve Third Party Disclosure applications within 10 days of Arraignment for High Court Judge trial, or where extension has been granted by County Court Judge. Cases with vulnerable witnesses or defendants should be listed as priority , never standby, ensuring that any special measures applications have been dealt with, and set a date for Ground Rules Hearing .
-----	--	--------------------------	--	--	--	--------------------------	---

