

PCVL C19 CVP Instructions for Defence Advocates Baselined V2.0 160720

General Instruction for All Participants

All participants are expected to be familiar with the process map and general guidance on CVP



CVP General
Guidance V0.2 03.07.20



Mags PCVL CVP
Process V4.0 160720



CVP Technical
Guidance for CJS Pa

Specific Instruction for Defence Advocate

No	Topic Area	Instructions
1	PVL/CVP Pre-court activities	<p><i>2 working days before the hearing</i></p> <ul style="list-style-type: none"> Receive an email from the court confirming hearing time and requesting named defence advocates <p>If names are not provided you risk not being able to communicate with your client before the hearing, and this will need to be explained at the Court hearing.</p> <p><i>By 2pm the day before the hearing</i></p> <ul style="list-style-type: none"> Provide the court with the name (up to 3 possible names if preferred) of the Advocate representing each client and any required intermediary names (The court will send this to the Prison <u>to ensure you are given access to your consultation slot</u> with the defendant in Prison). <p>If these details are not provided to the court so that they can share them with the Prison, the prisons have stated that the pre-consultation over CVP will be rejected.</p>
2	PVL/CVP On the day activities	<p>Ensure you have required documents to verify your identity with the Prison. Approved ID to present include the EITHER a photo identify card issued by legal firm/chambers (including Bar Council Professional Access Digital Cards). OR an introductory letter on headed letter paper of the firm/chambers (You can holdup a paper copy to your camera or screen share on CVP if you have the document digitally on your laptop). PLUS passport or driving licence (photo licence; not paper licence).</p> <p>To ensure the day runs on time, as all slots are timed, please ensure you dial in for your consultations and hearings on time. Notify the host if you are unable to do this.</p> <ul style="list-style-type: none"> Introduce yourself to the Court CVP Host by email Receive CVP links from the Court for your consultation slots, and the court hearing, this email will also include useful contact numbers. Dial into Prison's CVP room, verify your ID and consult with defendant After consultation dial into court CVP room After hearing dial into Prison's CVP room if post hearing consultation required.