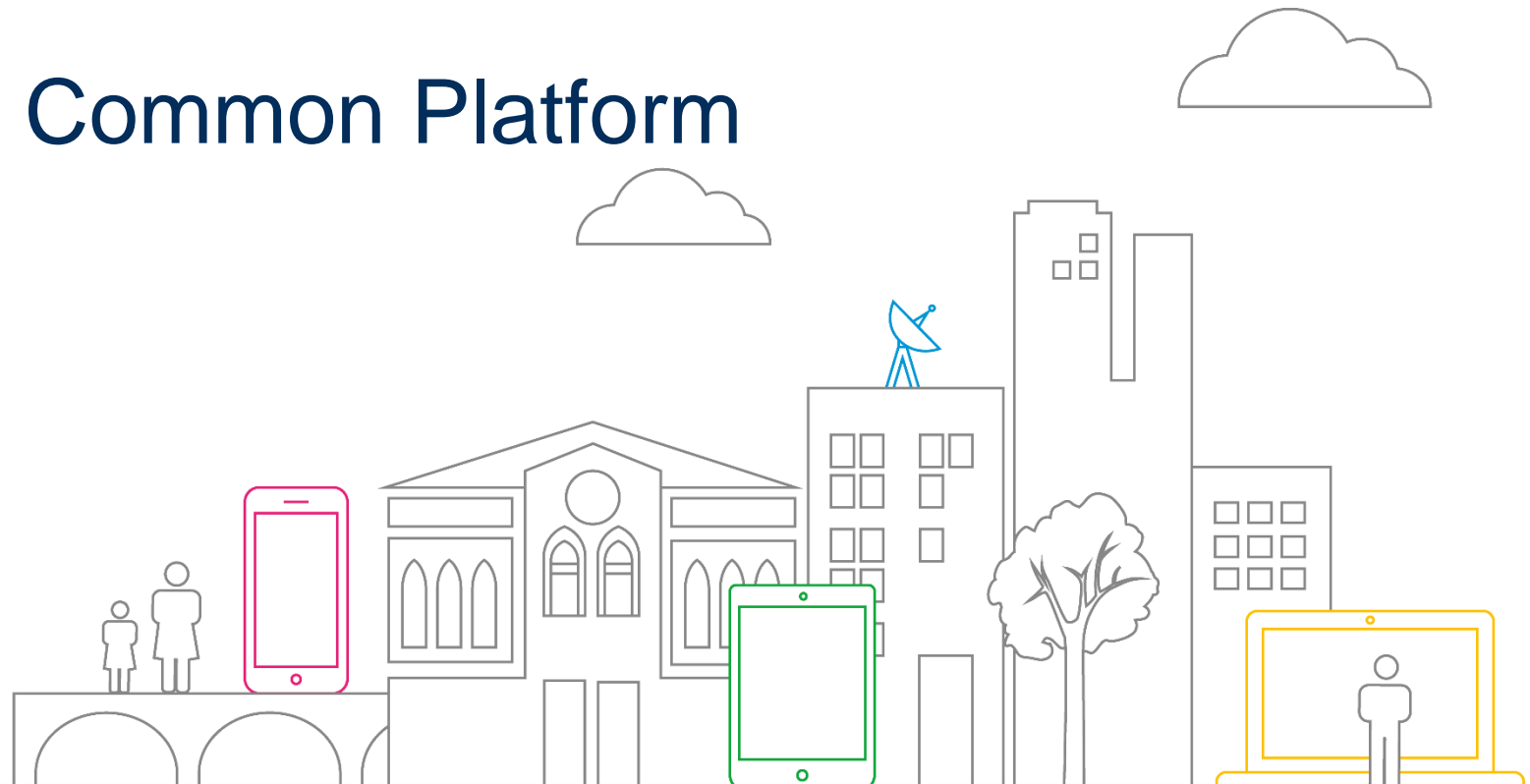


Introducing the Common Platform

Crime Programme





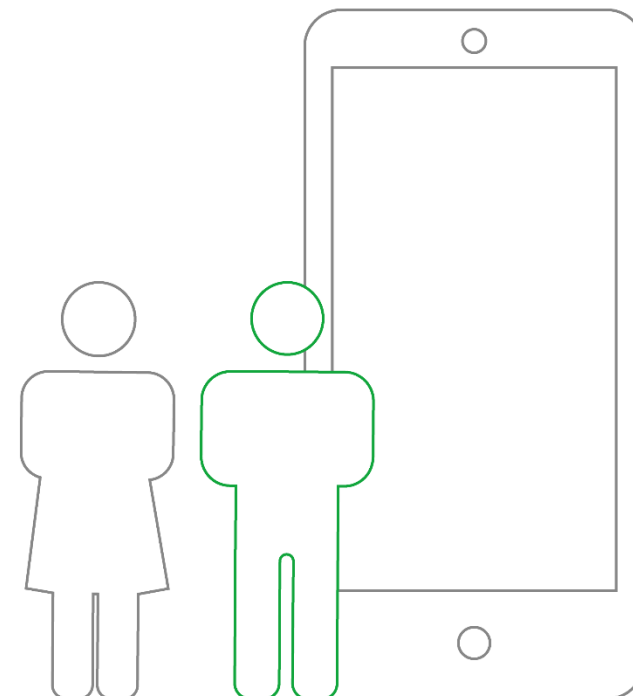
Welcome

This webinar is intended for defence solicitors and barristers.

The presenters will focus on the Common Platform functions which are designed for defence professionals, and answer questions relating to the defence user experience.

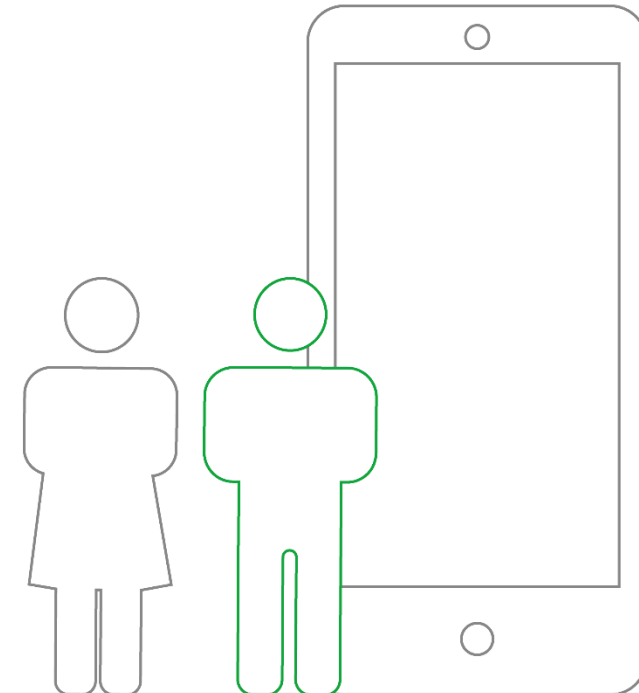
It will not be appropriate for other types of Common Platform users.

Look out for awareness sessions for different types of users as Common Platform is rolled out to the early adopter courts.





Common Platform – where are we now?



Derbyshire – first early adopter courts

Wednesday 9 September saw the first overnight remand hearings successfully handled on Common Platform at Derby Magistrates' Court. On 28 September we saw the first case at the Crown Court for sentencing.

Since then we have dealt with:

- **118 bail cases**
- **78 overnight remands**
- **12 cases committed for trial at the Crown court**
- **7 Crown court cases heard**

Our Courts and Tribunals Service Centre has processed:

- 197 case documents
- 17 calls
- 14 emails



Common Platform – where are we now?

- Confidence at Derbyshire continues to grow as we process more cases on Common Platform.
- The Programme team has been supporting Derby both on the ground and remotely: we will continue to do this as each case type comes onto Common Platform.
- Some minor issues have arisen, as expected at this stage in introducing a new system: we are working with the team to address these.
- Feedback from the Derbyshire early adopter courts is being taken forward, and used in planning and preparing for the next early adopter courts.
- We will share lessons learned relevant to Defence with the local Defence leads and the Circuit Leads.
- We are already on version 4 of our Defence guidance, based on feedback from your colleagues.

Courts & Tribunals Service Centre

The Courts & Tribunals Service Centre (CTSC) is starting to handle administrative work to support the magistrates' courts.

Staff have been fully trained and have handled the first few calls and emails regarding Common Platform cases.

This adds crime services to the support that CTSCs already provide to divorce, probate, social security, child support, online civil money claims, family, public law, immigration and asylum.

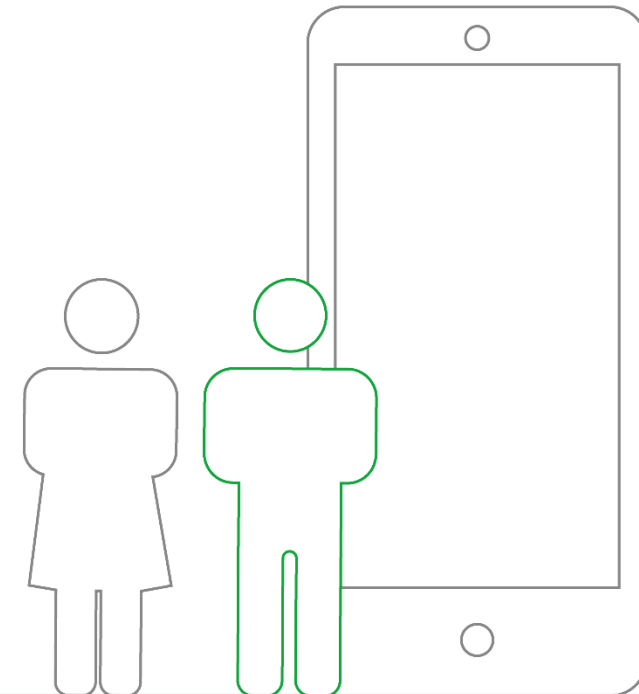
It allows operational staff to focus on the key priorities of the cases being heard in courts.

Telephone: 0330 808 4407 (Monday to Friday, 8.30am – 5pm)

Email: professionalcontactcrime@justice.gov.uk



Common Platform – what's next?



Early adopter rollout

We have identified 8 Early Adopter sites in the regional areas who will test the Common Platform and the associated processes. We are still firming up dates for these early adopters, as the COVID-19 pandemic has had a significant impact on planning.

Midlands - Derby and Chesterfield Magistrates Courts and Derby Crown Court - **live**

South West - Bristol Mags and Crown Court - **planned for mid-November**

North East - North Tyneside, Mid & South East Northumberland and Berwick Upon Tweed Magistrates Courts and Newcastle Combined Crown Court - **likely to be late November / early December**

North West - Warrington Magistrates Court and Chester Crown Court - **likely to be early December**

South East - Guilford and Staines Magistrates Court and Guildford Crown Court - **likely to be early 2021**

London - Croydon Magistrates and Crown Court - **likely to be early 2021**

Wales - Llanelli Magistrates Court and Swansea Crown court - **likely to be early 2021**

National rollout

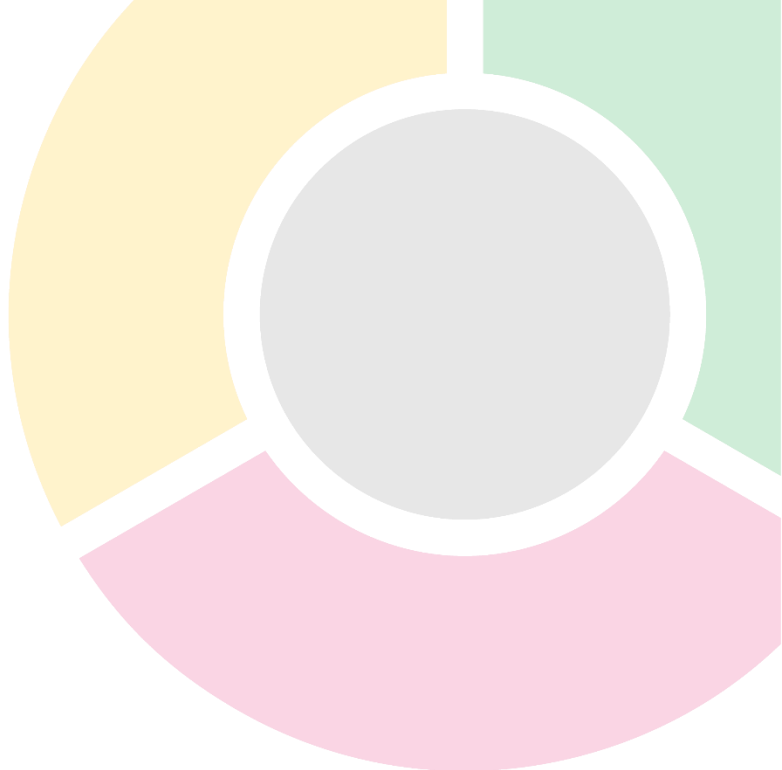
We have worked closely with the Heads of Crime, Heads of Legal Operations and Criminal Justice System partners to consider how best to roll out nationally.

After the early adopter phase there will be a 12-month court-by-court rollout across criminal courts.

- All new cases in Magistrates' Courts and Crown Courts will be handled on Common Platform, replacing Libra, Xhibit, DMU, Court Store and Bench
- Case materials will be stored on Common Platform for Magistrates' Court; Digital Case System will remain in use in the Crown Court
- Results from the Magistrates' Court will be sent from Common Platform
- Police will be provided access to Common Platform to view Crown Court results
- Magistrates' Court administrative activities will be handled by HMCTS' Courts and Tribunals Service Centre (CTSC)

National rollout will impact on:

| | |
|-------------------|---|
| Midlands | 20 Magistrates Courts and 10 Crown Courts |
| South West | 19 Magistrates Courts and 12 Crown Courts |
| North East | 20 Magistrates Courts and 8 Crown Courts |
| North West | 11 Magistrates Courts and 3 Crown Courts |
| South East | 33 Magistrates Courts and 18 Crown Courts |
| London | 15 Magistrates Courts and 11 Crown Courts |
| Wales | 12 Magistrates Courts and 6 Crown Courts |
| Total | 130 Magistrates Courts and 68 Crown Courts |



Daniel Oscroft – Midland Circuit

Midland Circuit
Website: www.midlandcircuit.co.uk

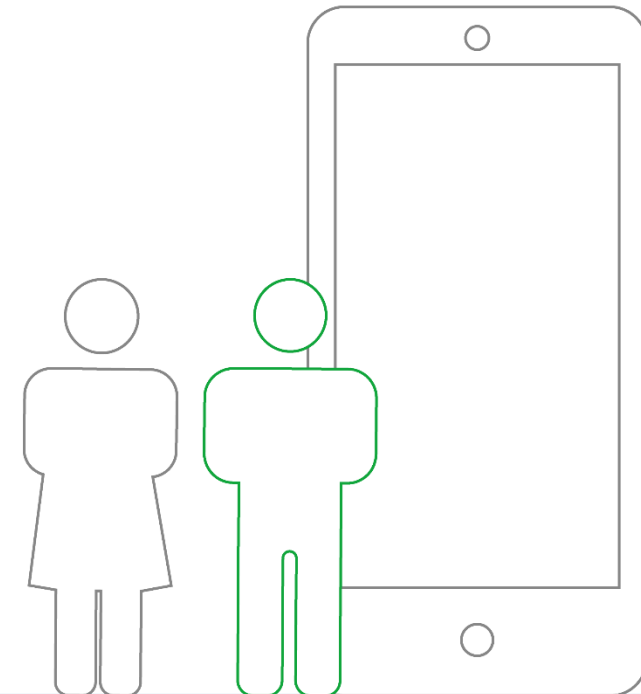
Midland Circuit Technology
email: technology@midlandcircuit.co.uk





Account registration and security set-up

Video demonstrations



Onboarding: getting access to Common Platform

In advance, please provide the details of who needs an account, and what your role is.

We need to know your role to give you the correct level of access.

Download this spreadsheet from GOV.UK, complete and return it:

<https://www.gov.uk/guidance/hmcts-common-platform-account-registration-for-defence-professionals>

- The spreadsheet captures **the individual user's mobile telephone number** – this is needed when you set up your account.
- All information you give us will be held and managed in compliance with **Government Data Protection Regulations**.
- You will always need your own Common Platform account even if you are part of a Solicitors firm/Chambers. If you are a Barrister asked to represent a client where you are not in-house counsel, the Admin from that firm can allocate you to that case – provided you have a Common Platform account.

Onboarding: getting access to Common Platform

Each individual user will receive an email from 'noreply@cjscp.org.uk', with a web-link to enable them to complete their own one-time account registration and security set-up.

- **Please do this in advance** of any day the user might need to attend for a hearing.
- **Allow around 10 minutes** and complete the whole process in one sequence.
- **Users will need their registered mobile phone** as given on the spreadsheet to complete 2-factor authentication.
- **After this, follow the onscreen email instructions and use the mobile phone** to complete account registration and security set-up.

Note:

The process will require the user to download '**Microsoft Authenticator**' from their device App Store. Please ensure any organisation-supplied mobile phones are not 'locked down' to prevent this.

- In future, the randomly generated authenticator number will then be used by Common Platform to verify your identity for security purposes: this means you will need the phone with you in Court.

Common Platform functions available to you

Once fully 'onboarded', Defence professionals will be able to access Common Platform when they have an association with a case.

If you are not representing a defendant, or someone else from another firm is already associated with that case, you will not be able to access the case / case materials.

Currently, the way you access Common Platform is different in the Crown and Magistrates' courts.

Common Platform functions available to you

Magistrates' court

The solicitor firm will find the case, associate, and indicate their representation using a declaration.

You will then be able to complete the on-the-day Professional check-in to alert the court that you are ready to proceed. You can then **deal with the case on Common Platform**.

- ✓ **Find a case**
- ✓ **Association / Disassociation with a case** * (in advance of the hearing to mark firm “on record” at the exclusion of other firms)
- ✓ **View case materials** (for accessing the PET form and IDPC)
- ✓ **Uploading case material / service of documents**
- ✓ **Check-in to hearings** (on-the-day to inform who is attending for the case and indicate readiness)

* Where Legal Aid has already been granted – normally after the first hearing – you / your firm will be automatically associated with the defendant and you will not need to complete the 'association' steps.

Common Platform functions available to you

Crown court

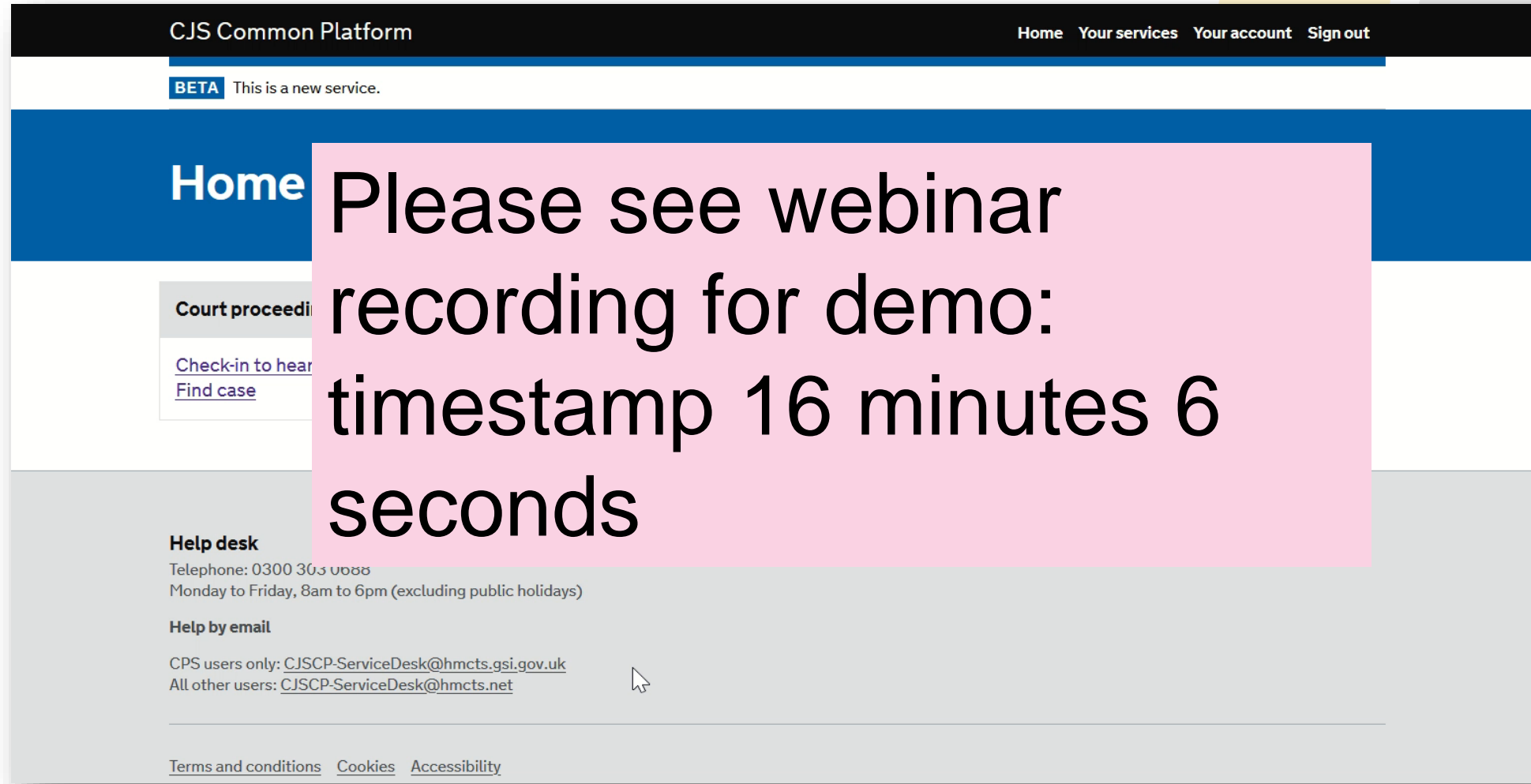
It is likely that the Solicitor firm is already on the record. However, they may need to instruct a barrister who is not part of their firm and therefore not on our "known associated list".

The Solicitor's Admin rep will need to add the barrister to the case so that they can see the case details (granting access). This is an easy process if the Barrister already has a Common Platform account.

As the Barrister / Advocate you would complete the Professional check-in for the hearing using Common Platform, but you would normally **deal with the case using the Digital Case System (DCS)**.

- ✓ **Check-in to hearings** (on-the-day to inform who is attending for the case and indicate readiness)

Defence functionality: find a case and view basic details



The screenshot shows the CJS Common Platform website. At the top, a black navigation bar contains the text 'CJS Common Platform' on the left and 'Home Your services Your account Sign out' on the right. Below this, a white banner features a blue 'BETA' tag and the text 'This is a new service.' The main content area has a blue header with the word 'Home' in white. A large pink rectangular overlay is positioned in the center, containing the text 'Please see webinar recording for demo: timestamp 16 minutes 6 seconds'. To the left of this overlay, there is a sidebar with a 'Court proceedings' section containing links for 'Check-in to hear' and 'Find case'. Below the sidebar, a 'Help desk' section provides contact information: 'Telephone: 0300 303 0000 Monday to Friday, 8am to 6pm (excluding public holidays)', 'Help by email', and email addresses for CPS users and other users. At the bottom, there are links for 'Terms and conditions', 'Cookies', and 'Accessibility'.

CJS Common Platform

Home Your services Your account Sign out

BETA This is a new service.

Home

Please see webinar recording for demo: timestamp 16 minutes 6 seconds

Court proceedings

[Check-in to hear](#)

[Find case](#)

Help desk

Telephone: 0300 303 0000
Monday to Friday, 8am to 6pm (excluding public holidays)

Help by email

CPS users only: CJSCP-ServiceDesk@hmcts.gsi.gov.uk
All other users: CJSCP-ServiceDesk@hmcts.net

[Terms and conditions](#) [Cookies](#) [Accessibility](#)

Defence functionality: case association

Once you have found the case and accessed the basic case details, you will need to **declare** you are **instructed to represent** the defendant.

If Legal Aid has already been granted, then you will be automatically associated to the defendant and will not be required to complete these steps.

Declaration

By continuing

☐ I confirm I have been instructed or appointed to access this case and represent **XXXXXXXX**

When were you instructed?

For example, 23 10 2017

| Day | Month | Year |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

! I understand if I knowingly or recklessly make a false statement I will be in breach of s170(1) of the Data Protection Act 2018

No defence organisations have viewed the IDPC

[I confirm - continue to case summary](#)

Defence functionality: case association

01TS1234567 Asdfg QWERTY

[Find a case](#) [Case at a glance](#) [Access](#)

Case at a glance

Defendant

Charges

Contrary to Common Law.

IDPC

Qwerty Asdfg 01TS1234567 IDPC

Published: 10 October 2020

Please see webinar
recording for demo:
timestamp 17 minutes 28
seconds

Defence functionality: view and upload case material

Criminal Justice Service Online[Home](#) [Your account](#) [Sign out](#)

BETA This is a new service – your [feedback](#) will help us improve it

01TS1234567 Asdfg QWERTY

[Find a case](#)

Acce

Parties wi

Organisation
▶ [HMCTS O](#)

Grant cas

You can gran
Email address
We'll only use this email to grant this person access to this case

Grant access

Please see webinar
recording for demo:
timestamp 18 minutes 26
seconds

Defence: service of documents to court

Magistrates' courts

If a case has begun on Common Platform, then documents should be **served by uploading to Common Platform**.

In all other instances (e.g. for heritage cases), **documents should be served on the relevant Magistrates' court**, which can be located through court finder <https://courtribunalfinder.service.gov.uk>

Crown courts

Professional users with access rights to the Digital Case System (DCS) should **continue to upload documents to DCS**.

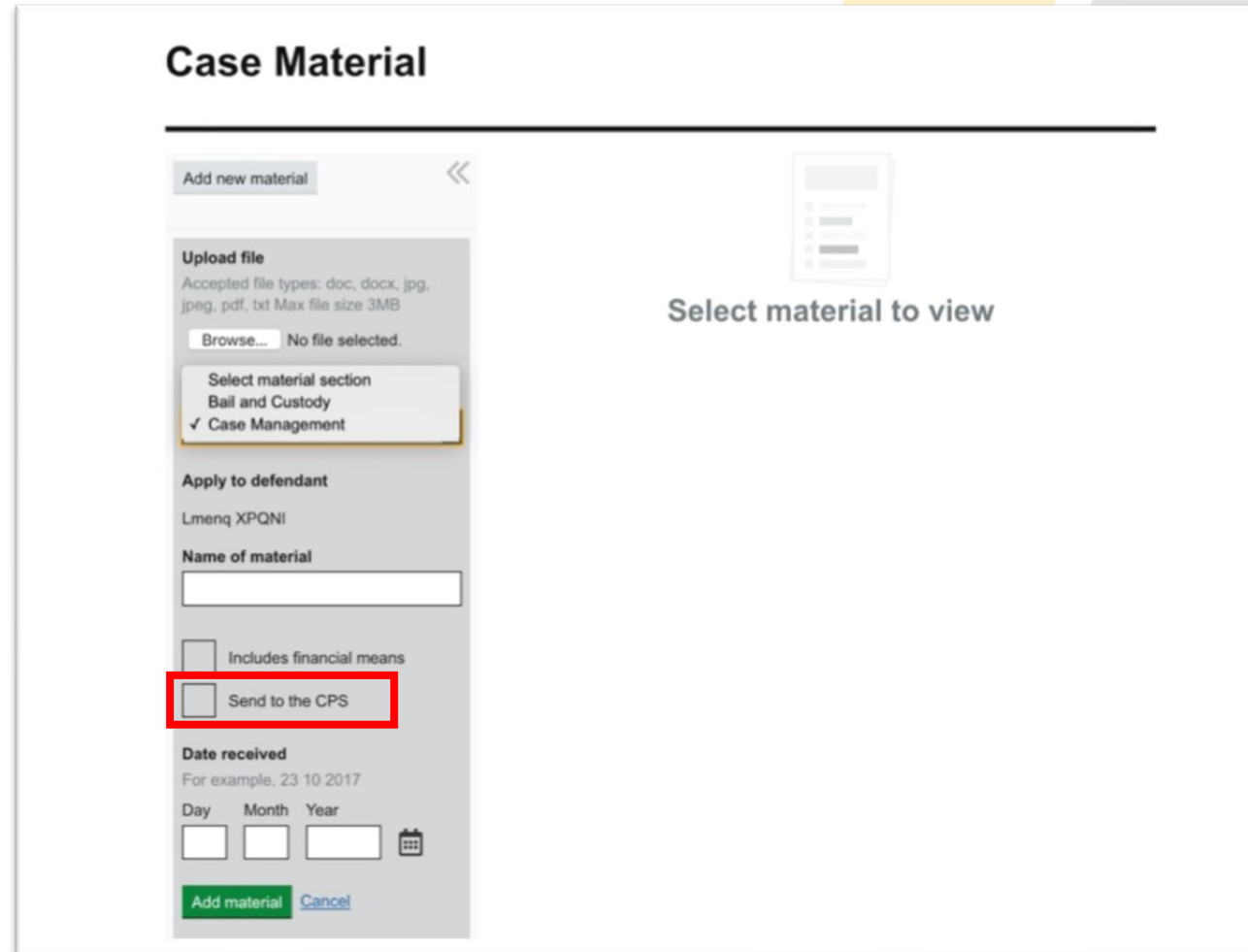
In all other situations, **documents should be served on the relevant Crown court**, which can be located through court finder <https://courtribunalfinder.service.gov.uk>

Defence: service of documents to CPS

For Magistrates' court cases, if you need to send a document to the CPS then you will upload it to the relevant section of the **Case material** screen and tick the box for '**Send to the CPS**'.

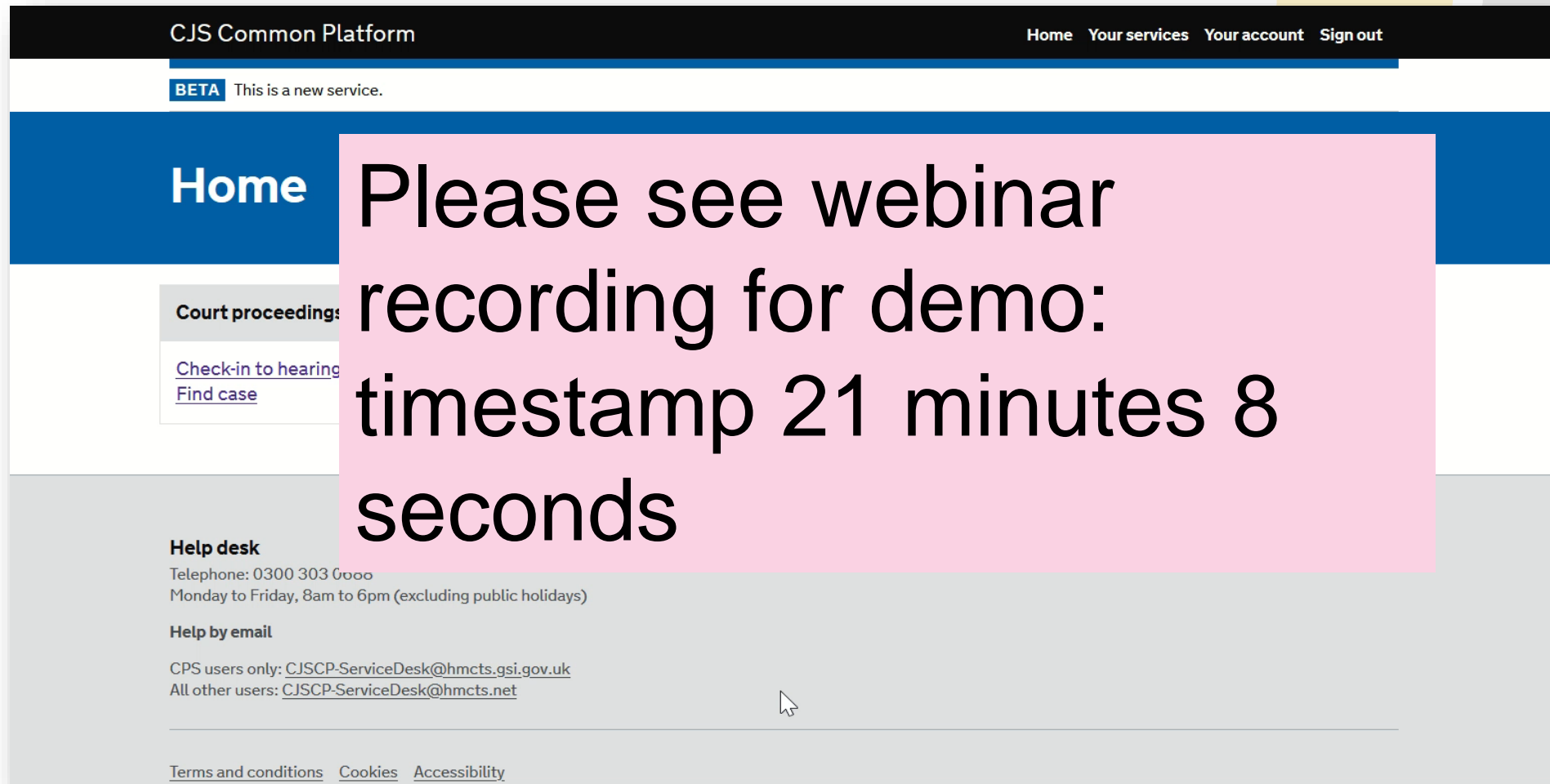
Common Platform will **automatically send a copy of the document**, eliminating the need for you to send it by email.

In the Crown court, users will continue to use DCS for this functionality.



The screenshot displays the 'Case Material' interface. On the left is a sidebar with the following sections: 'Add new material' (with a back arrow), 'Upload file' (listing accepted file types: doc, docx, jpg, jpeg, pdf, txt, Max file size 3MB, and a 'Browse...' button), 'Select material section' (with 'Bail and Custody' and 'Case Management' (checked)), 'Apply to defendant' (with 'Lmenq XPQNI'), 'Name of material' (with a text input field), 'Includes financial means' (with an unchecked checkbox), and 'Send to the CPS' (with an unchecked checkbox highlighted by a red rectangle). At the bottom of the sidebar are 'Date received' fields (Day, Month, Year) and 'Add material' and 'Cancel' buttons. The main area on the right shows a document icon and the text 'Select material to view'.

Defence functionality: check-in to hearings



The screenshot shows the CJS Common Platform website. The header is black with white text: "CJS Common Platform" on the left and "Home Your services Your account Sign out" on the right. Below the header is a white banner with a blue "BETA" tag and the text "This is a new service." The main content area has a blue sidebar on the left with the word "Home" in white. The sidebar also contains a "Court proceedings:" section with links for "Check-in to hearing" and "Find case". The main content area is white and contains a large pink rectangular overlay with the text "Please see webinar recording for demo: timestamp 21 minutes 8 seconds". Below the overlay, there is a "Help desk" section with contact information: "Telephone: 0300 303 0000 Monday to Friday, 8am to 6pm (excluding public holidays)", "Help by email" with "CPS users only: CJS CP-ServiceDesk@hmcts.gsi.gov.uk" and "All other users: CJS CP-ServiceDesk@hmcts.net". At the bottom, there are links for "Terms and conditions", "Cookies", and "Accessibility".

CJS Common Platform

Home Your services Your account Sign out

BETA This is a new service.

Home

Court proceedings:

[Check-in to hearing](#)
[Find case](#)

Please see webinar recording for demo: timestamp 21 minutes 8 seconds

Help desk
Telephone: 0300 303 0000
Monday to Friday, 8am to 6pm (excluding public holidays)

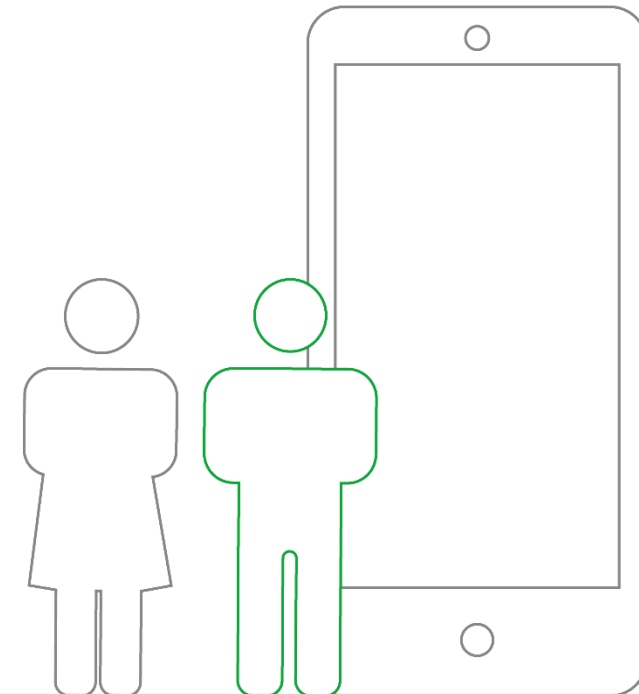
Help by email
CPS users only: CJS CP-ServiceDesk@hmcts.gsi.gov.uk
All other users: CJS CP-ServiceDesk@hmcts.net

[Terms and conditions](#) [Cookies](#) [Accessibility](#)



Crown Prosecution Service

Handling Defence requests for IDPC's



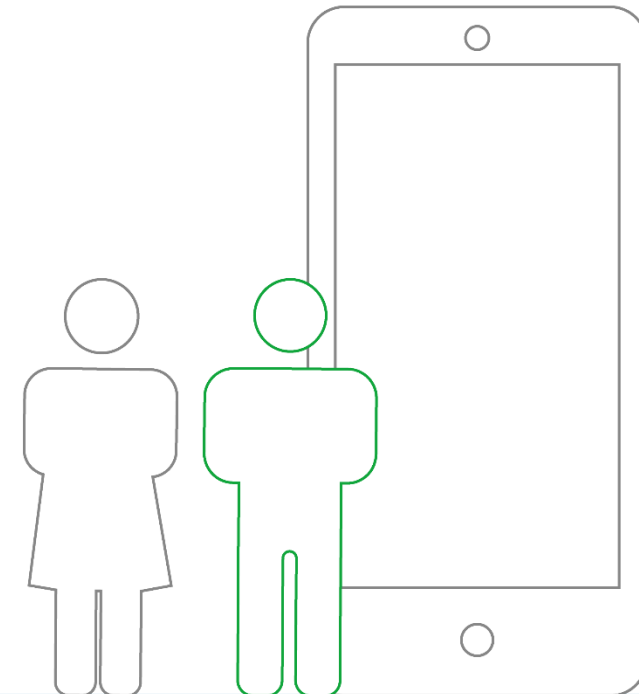
CPS: Handling IDPC requests from Defence

- If Defence submit a request about a case which is on Common Platform, CPS will ask them to self-serve the Initial Description of Prosecution Case (IDPC) using Common Platform.
- If Defence do not have a Common Platform account when requesting the IDPC, CPS will contact CJSCCbusinesschange@justice.gov.uk who can assist with 'onboarding' Defence – setting up an account for them.
- On the day of the hearing: if Defence have difficulty accessing Common Platform – even with assistance from the Court – then the Court will email CPS to request the IDPC. The IDPC will then be sent to Defence by secure email.
- To self-serve the IDPC using Common Platform, the Defence professional will need the Unique Reference Number (URN). They can request this from CPS if they have not been able to obtain it directly from the defendant or the police. **CPS will provide the URN in this instance.**
- Defence should request the IDPC in line with 'Transforming Summary Justice' timescales: for bail cases, wait until 5 days before the first hearing before requesting the URN from CPS. This will ensure the IDPC is available to view.
- If the request concerns a case on Libra, CPS will provide the IDPC as normal to a secure email address.



Legal Aid Agency

Impact on Defence practitioners



How has the LAA prepared for Common Platform?

- Extensive collaboration with HMCTS over multiple years to develop mutual understanding of regulatory and business requirements.
- Development of a new API and enhancement of LAA proprietary IT systems so that data sent from both Common Platform cases and those in HMCTS heritage systems (Libra / Xhibit) can be absorbed and processed simultaneously.
- Implementation of new functionality, allowing the defence to report the case Unique Reference Number (URN) in relation to applications and claims. This permits the LAA to link to the Court record more quickly and accurately.
- Design and build of a “Court Data Adaptor” which automatically translates Common Platform data into the format required by LAA caseworkers to make decisions.
- Close working with HMCTS to co-ordinate communications with defence and improve readiness ahead of Common Platform rollout.

Are there benefits for Defence solicitors/advocates?

- When a Representation Order is issued, the LAA sends a digital notification to Common Platform: this formalises any case self-association previously made by the representing solicitor and gives them exclusive access to the full case record.
- Use of the URN should minimise the number of occasions where the LAA is unable to locate a client/case in HMCTS systems – this will reduce delays in assessing applications and issuing Representation Orders.
- Until now there was no digital interface between LAA systems and HMCTS systems operating in the Crown Court. The LAA relied on Court staff manually transmitting updates via email which could affect a client's legal aid status. As Common Platform now covers the Crown Court jurisdiction, the LAA will receive digital updates as soon as a hearing has been “resulted”.

What changes in relation to defence interaction with the LAA?

In developing our systems and processes to accommodate Common Platform, we have sought to minimise upheaval for providers.

In fact, there is only one area in which we are asking defence solicitors and advocates for a change in approach – we need you to let us know whether the case you are conducting is on Common Platform or not.

If it is, please let us know the URN; otherwise leave the appropriate field blank or use the “legacy” case identifier.

Legal Aid applications

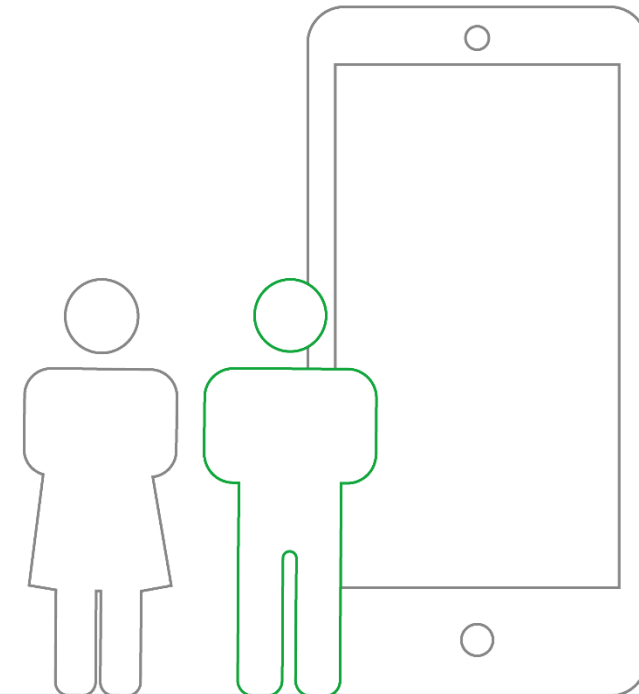
- A new field has been introduced to the LAA's eForms system to accommodate the Common Platform URN.
- If your client's case has been committed to the Common Platform and you know the URN, please fill in this new field – it is now the primary method through which the LAA signals to HMCTS its interest in the case.
- Providing an accurate URN on the eForm enables the LAA to locate the correct Court record and generate a Representation Order at the earliest opportunity.

Legal Aid claims

- The URN should be included with all Crown Court fee claims associated with Common Platform cases.
- For non-Common-Platform cases, please continue to use legacy Court case identifiers, i.e. “T” or “S” numbers.
- The LAA’s Claim for Crown Court Defence (CCCD) application now includes a field into which the URN can be entered – for Litigator and Advocate Graduated Fee Scheme claims.
- For non-CCCD bills – e.g. s.38, Very High Cost Cases – our claim forms have been updated to enable you to enter the URN.

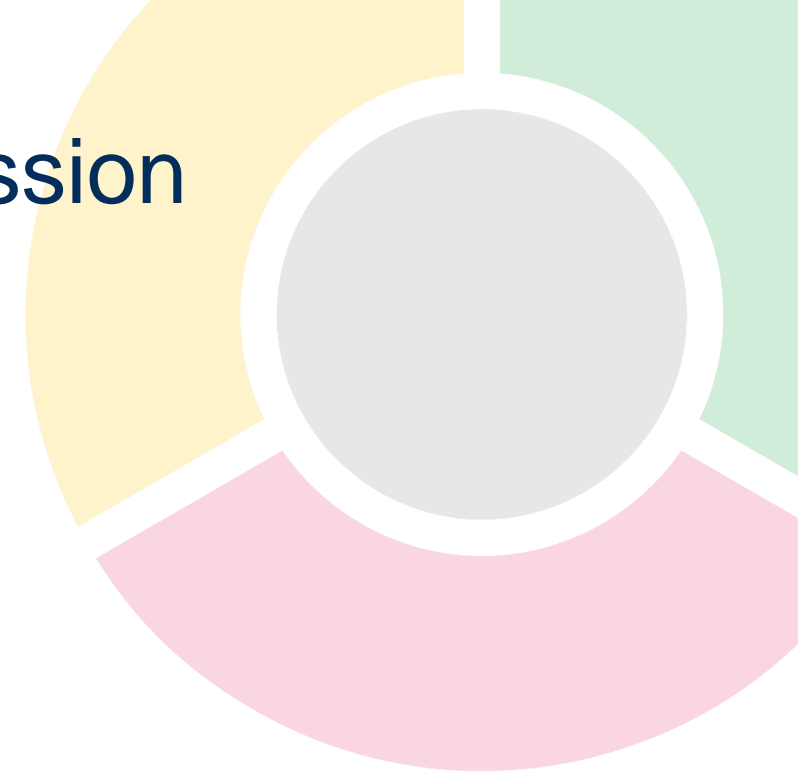


Common Platform vision – Case Progression



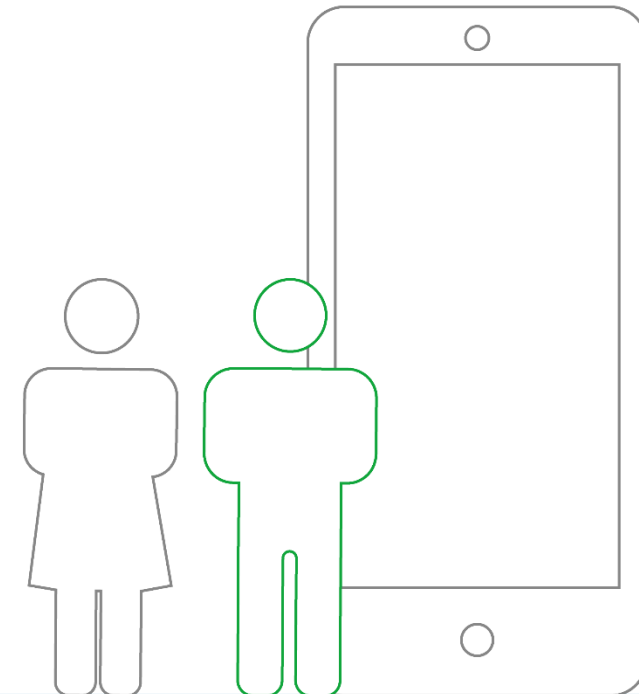
Common Platform vision – Case Progression

1. Enable early engagement and effective and robust case progression
2. Publication and self-service of prosecution evidence
3. Shared space and visibility
4. Applications and outcomes
5. Pre-Trial form (PET) & Pre-Trial Preparation Hearing (PTPH) information
6. Compliance with Directions
7. Prompts at key stages and Overall Trial Readiness
8. Notifications to defence – what do you need to see?





Question and answer session



Thank you for attending

Please help us improve these webinars by taking a couple of minutes to complete our [survey](#)



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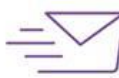
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@justice.gov.uk

www.smartsurvey.co.uk/s/61Y2i2