

Magistrates' court trial triage form (coronavirus)

Case Information (to be completed by the Court):

Defendant Name: Click or tap here to enter text.

URN: Click or tap here to enter text.

Priority Level: Choose an item.

Current Trial Date: Click or tap to enter a date.

Current Trial Venue: Click or tap here to enter text.

Current Trial Venue Status: Choose an item.

Relevant issues for priority assessment (including any case markers):

Click or tap here to enter text.

Magistrates' court trial triage form (coronavirus)

Prosecution Triage Information

*Listing is a judicial function which can only be exercised on the material put before the court.
With the need to maintain physical distancing in court trials will aim to be single-listed.
All parties are expected to complete this form as fully as possible and communicate with
witnesses and each other on outstanding issues or potential solutions in advance.*

Current position:

Choose an item.

Date of check: Click or tap to enter a date.

Any further information for the court:

Click or tap here to enter text.

Witness / intermediary / interpreter information

You are expected to contact witnesses and liaise with the police or any third-party witness support services, such as IDVA, before completing this form.

Number of witnesses to give evidence: Choose an item.

Witnesses or any other third parties have been notified that any data concerning health will be processed by your agency and HMCTS in accordance with the Data Protection Act 2018

Witness Name	Warned Status	Covid-19 Status	Assistance
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.

Arrangements for intermediaries or interpreters if needed:

Click or tap here to enter text.

Any specific applications e.g. evidence by live link or arrangements for social distancing, give the witness name and the nature of the application:

Click or tap here to enter text.

If live link is applied for set out arrangements for witness location, presentation of CCTV or physical evidence and provision of statements:

Click or tap here to enter text.

Trial length and arrangements for representatives:

Any proposed amendment to trial length: Click or tap here to enter text.

Proposals for prosecutor attendance: Choose an item.

Reviewing Lawyer contact details: Click or tap here to enter text.

Magistrates' court trial triage form (coronavirus)

Defence Triage Information

*Listing is a judicial function which can only be exercised on the material put before the court.
With the need to maintain physical distancing in court trials will aim to be single-listed.
All parties are expected to complete this form as fully as possible and communicate with
witnesses and each other on outstanding issues or potential solutions in advance.*

Current position:

Choose an item.

Have you been able to take your client's instructions? Choose an item.

When did you last have a conference: Click or tap to enter a date.

Defendant contact details: Click or tap here to enter text.

Date of check with witnesses (if applicable): Click or tap to enter a date.

Any further information for the court:

Click or tap here to enter text.

Witness / intermediary / interpreter information

You are expected to contact witnesses and liaise with any third-party witness support services, before completing this form.

Number of witnesses to give evidence: Choose an item.

Witnesses or any other third parties have been notified that any data concerning health will be processed by your firm and HMCTS in accordance with the Data Protection Act 2018

Witness Name	Warned Status	Covid-19 Status	Assistance
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.

Arrangements for intermediaries or interpreters if needed (the usual payment regime applies):

Click or tap here to enter text.

Any specific applications e.g. evidence by live link or arrangements for social distancing, give the witness name and the nature of the application:

Click or tap here to enter text.

If live link is applied for set out arrangements for witness location, presentation of CCTV or physical evidence and provision of statements:

Click or tap here to enter text.

Trial length and arrangements for representatives:

Any proposed amendment to trial length: Click or tap here to enter text.

Proposals for defendant attendance: Choose an item.

Proposals for defence advocate attendance: Choose an item.

If live link is applied for set out arrangements for witness location, presentation of CCTV or physical evidence and provision of statements:

Click or tap here to enter text.

Defence lawyer with conduct contact details: Click or tap here to enter text.

Magistrates' court trial triage form (coronavirus)

Defence trial advocate contact details (if different & known): [Click or tap here to enter text.](#)

Magistrates' court trial triage form (coronavirus)

Court Decision Following Triage Hearing

Case to be adjourned:

Reasons: Click or tap here to enter text.

Case to be heard for trial

Addendum to Preparation for Effective Trial Form:

In reviewing the trial fixing, the Court has considered arrangements put in place by HMCTS to comply with government guidelines. Any specific arrangements for the parties should be set out in the relevant section below.

Issues:

Any changes to identified issues in the case:

Click or tap here to enter text.

Any admissions now made:

Click or tap here to enter text.

Changes to witness template:

Witness Name	Length	Link Time	Arrangements / Directions for giving evidence

Any other attendees (e.g. interpreter, appropriate adult, IDVA, intermediary etc.)

Click or tap here to enter text.

Further directions:

Click or tap here to enter text.

Changes to listing:

Venue: Click or tap here to enter text.

Court room: Click or tap here to enter text.

Time allocation: Click or tap here to enter text.

Trial date & time: Click or tap to enter a date.