

## C19 CVP Corridor Conversations Guidance for Participants Baselined V4.0 270720

### General Instructions

All participants are expected to familiarise themselves with the relevant process maps and the general CVP guide.

No	Topic Area	Instructions
1	Provision and sharing of contact details	<ul style="list-style-type: none"> <li>The preferred method for initiating contact to request a conversation is email.</li> <li><b>By 9.00am</b> CPS, NPS, advocates and other professional participants should introduce themselves to the Video Host and provide their contact details (phone and email etc).</li> </ul> <p><b>Video remands specific</b> (based on a court start time of 10am)</p> <ul style="list-style-type: none"> <li><b>By 9.15am</b> the police to complete the template spreadsheet and share it with the Video Host.</li> <li><b>By 9.30am</b> each day the Video Host to update and share the completed template with CPS and NPS. Defence Advocates who have made contact at this stage will receive an edited version of the template (containing the names of the CPS/NPS reps and their clients appearing before the court with other defendants' details removed).</li> </ul> <p><b>For Magistrates Hearings other than remand</b></p> <ul style="list-style-type: none"> <li>The Host will email CPS and NPS contact details to Defence Advocates when sending the CVP link for the hearing.</li> </ul> <p><b>In the Crown Court</b></p> <ul style="list-style-type: none"> <li>Contact details will be shared on DCS.</li> </ul>
2	Court list	<ul style="list-style-type: none"> <li>In the Magistrate court the court list is available to probation staff via Libra.</li> <li>In the Crown court the court list is available to probation staff via Xhibit-</li> <li>In the remand court the custody spreadsheet provides an early indication of cases, this will be made available to all relevant participants.</li> </ul>
3	IDPC / Information exchange	<ul style="list-style-type: none"> <li>There is no change to the process for obtaining the IDPC from CPS – this should be requested by email from the appropriate CPS office, not from the prosecutor on the day.</li> <li>IDPC must be requested and provided at the earliest opportunity to support timely and effective hearings.. .</li> <li>IDPC will be served in electronic format, save for unrepresented defendants who are to receive a hard copy papers.</li> <li>Other disclosable information should be requested from the “on the day” prosecutor.</li> </ul>
4	Pre court discussions between advocates and clients	<ul style="list-style-type: none"> <li>Wherever possible advocate and client discussions should take place prior to discussions between professional participants.</li> <li>Where listing allows this should be prior to court starting.</li> </ul>
5	Pre court discussions between professionals	<p><b>In the Magistrate court</b></p> <ul style="list-style-type: none"> <li>The Legal Adviser will conduct a pre court professionals' meeting using CVP to discuss the day's list. This should be no later than 30 minutes prior to the start of the morning session.</li> <li>The Video Host will open the CVP room for the professionals' meeting to enable any remote participants to join. The CVP room will remain open but will be locked at the point the Legal Adviser/Court Associate leaves to speak to the Bench. Participants may stay in the CVP room; others wishing to discuss a case will use an alternative method of communication.</li> </ul>
6	How & when can I conduct conversations	<ul style="list-style-type: none"> <li>Unless participants have two devices it is not possible to hold video</li> </ul>

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	with fellow professional court users?	<p>conferences at the same time as using CVP (whether in the lobby or the hearing) as a single device cannot successfully run two concurrent video conferences.</p> <ul style="list-style-type: none"> <li>• Professionals may conduct discussions whilst waiting in the virtual lobby using telephones, instant messaging etc.</li> <li>• Where courts have <b>cleaning breaks</b> during a session the timing should be clear at the outset and participants may use this time to hold conversations however, the CVP room may not be available</li> </ul>
7	How can I conduct conversations with fellow professional court users while the court is sitting?	<ul style="list-style-type: none"> <li>• Where a hearing participant wishes to hold a conversation with a professional colleague about a different case s/he should alert the court and seek judicial permission to do so.</li> <li>• <b>The judiciary are aware that such requests may be received and of the potential benefits of permitting them where possible.</b></li> <li>• The participant should mute their microphone before commencing the conversation.</li> <li>• Where a conversation involves the case being heard advocates should address the judiciary in the usual way to request time.</li> </ul>
8	How do I conduct a discussion with another professional participant?	<ul style="list-style-type: none"> <li>• The method of conducting discussions is a matter for those involved but any request should set out how the sender may be contacted and provide the appropriate contact information.</li> </ul>
9	Can I request a PSR before the hearing?	<ul style="list-style-type: none"> <li>• Where an advocate has instructions that a guilty plea will be entered and it appears a PSR is likely to be required the advocate should contact the Probation Service to ascertain whether a report can be prepared; if not contact the Legal Adviser who will advise further.</li> </ul>
10	When do I complete and share the case management form?	<ul style="list-style-type: none"> <li>• In the Magistrates' Court the case management (PET) form should be requested from the prosecutor as soon as it is known that a not guilty plea is to be entered.</li> <li>• THE PET form must be fully completed by prosecution and defence before the case is called into court.</li> <li>• The form will be in Word and will be emailed by the prosecutor to the advocate.</li> <li>• All advocates are expected to complete the electronic version of the PET form and send it to the Legal Adviser and prosecutor.</li> <li>• In the Crown Court the PTPH form is to be completed through DCS.</li> </ul>
11	How will I know when my case will be called on?	<ul style="list-style-type: none"> <li>• The Video Host should keep parties informed by phone or the participant's preferred method of contact.</li> </ul>
12	I need to get information from the Probation Service prior to court; how do I do this?	<ul style="list-style-type: none"> <li>• In the Crown Court the NPS should put notes on DCS for participants to access ahead of the hearing.</li> <li>• In the Magistrates' Court advocates should either join the pre court discussion for professional users or contact the Probation Service using the contact details provided by the Video Host.</li> </ul>