





GAP/NGAP C19 CVP Instructions for Participants Baselined V0.2 030720

Below are a list of questions you may have on how the GAP/NGAP court process will work during the COVID19 lockdown. Contact your local court to get answers on other questions you may have.

No	Topic Area	Instructions
1	What is expected of all participants?	<ul style="list-style-type: none"> All participants are expected to be familiar with the attached process map on GAP/NGAP, the general guidance on CVP and the technical guidance on CVP. <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  <small>GAP & NGAP Process - use of CVP</small> </div> <div style="text-align: center;">  <small>CVP Technical Guidance for CJS Pa</small> </div> <div style="text-align: center;">  <small>Joining via JVS Endpoint.pdf</small> </div> <div style="text-align: center;">  <small>CVP General Guidance V0.2 03.07.20</small> </div> </div>
2	How will the GAP/NGAP court process work under the COVID 19 scenario?	<ul style="list-style-type: none"> The Judiciary, Court staff and the Defendant will be physically in court everyone else may be remote if the court so directs. Parties who wish to be remote should apply to the court to join the hearings remotely using CVP. Where possible this should be done by email at least one day before the hearing setting out the reasons for the request. Parties are expected to contact their local court who will provide an email address to use for contacting the CVP Host on the hearing day. Transforming Summary Justice principles continue to apply Participants will be aware of the case in the usual way IDPC is served in the usual way (it will not be printed where a defendant is represented) Hearings will be given a time slot, to ensure flexibility the specific arrangements on how this will operate are for the relevant court to determine. If remote, CPS and Probation may remain dialled into the CVP room for the duration of the court session
3	As a Solicitor/Court Duty Solicitor how should I decide whether to join remotely?	<ul style="list-style-type: none"> It is important to consider the number of hearings in which you are likely to be involved and how being remote may impact on the way you work, if applying to be remote. Is there evidence that needs to be viewed with the client? The court will expect cases to be ready at the allocated time
4	Remote access for Interpreters	<ul style="list-style-type: none"> When an Interpreter is booked by the Court Admin, they will need to identify if the Interpreter wishes to appear remotely. The Interpreter should be advised to set out their reasons in an email which will be forwarded to a Legal Adviser to consider whether to make a direction.
5	What is expected of participants joining remotely in advance of the hearing?	<ul style="list-style-type: none"> Participants joining the court remotely should contact their local court in advance to obtain the court's CVP contact details (email and phone). They will require this to introduce themselves to the court on the morning of the hearing so that the court can send them the CVP joining link for the hearing



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6	How will Case Management forms be shared?	<ul style="list-style-type: none">• Case Management forms will be completed and shared digitally between CPS, Defence and Legal Adviser. CPS will complete their sections and forward to defence, who will complete their sections and send to the LA in advance of the hearing
7	How will Defendant Consultation and professional discussions take place?	<ul style="list-style-type: none">• The court expects consultations will happen via phone where participants are remote, the court will not provide phones.• As consultations are expected to happen in advance of the hearing participants can choose how to conduct these.• Consultation required during the hearing with a remote participant may take place via phone, where necessary the hearing may be put back to allow this to happen.• Where required the hearing will be put back to enable Probation to consult with the defendant to complete a pre-sentence report on the day provided there is capacity to do this on the day, otherwise the hearing may be adjourned.
8	How will remote participants receive joining details for the hearing	<ul style="list-style-type: none">• Participants appearing remotely will need to email the court on the morning of the hearing using the court contact details to introduce themselves. (Defence Advocates will need to use a CJSM account)• The court will respond by emailing the CVP room link for the hearing to the participants.• Participants are expected to join the CVP hearing at the allocated time slot; if participants are unsure of the hearing time they should confirm this with the court host. The Host will join participants once the case is called.