

SCHEDULE 9: FORMS ADDED TO ANNEX E

YOUTH COURT

DIRECTIONS FOR CASE COMMITTED TO THE CROWN COURT

.....Youth Court
Date committed:

The Plea and Case Management Hearing will take place
on.....at.....Crown Court

Name of defendant	Case no	PYO	Remand status	Represented by:
D1		Y/N	Bail/cust/COM	
D2		Y/N	Bail/cust/COM	
D3		Y/N	Bail/cust/COM	
D4		Y/N	Bail/cust/COM	

COM= in custody on other matters

Defence telephone numbers:

D1.....(home).....(mobile)	D1 solicitor(office)
D2.....(home).....(mobile)	D2 solicitor(office)
D3.....(home).....(mobile)	D3 solicitor(office)
D4.....(home).....(mobile)	D4 solicitor(office)

Prosecution telephone number.....

CASE DETAILS

1. Has the defendant been advised that the case may proceed in his or her absence?

D1: Y N D2: Y N
 D3: Y N D4: Y N

2. Has the defendant been advised about credit for pleading guilty?

D1: Y N D2: Y N
 D3: Y N D4: Y N

3. What pleas, if any, are indicated?

D1:.....
 D2:.....
 D3:.....
 D4:.....

NOTE: If the defendant decides to plead guilty after committal, the Crown Court must be notified immediately. The Crown Court will then list the case for a hearing as soon as possible.

4. Does the defence intend to make an application under section 41 of the Youth Justice and Criminal Evidence Act 1999 to cross-examine the complainant about his or her sexual history?.....(to be served within 28 days of primary/initial disclosure)

5. Please give details of any other matters which should be dealt with at the same time as these proceedings (e.g. other offences, offences to be taken into consideration)?

D1:.....	D2:.....
.....
D3:.....	D4:.....
.....

Insert committal date in blank box:

ACTION	TIME LIMITS	DIRECTIONS
1	Date committed	<ul style="list-style-type: none"> Prosecution to serve provisional draft indictment, if not already done.
2	14 days after Action 1	<ul style="list-style-type: none"> Prosecution to serve primary or initial papers Prosecution to serve any application for hearsay or defendant's bad character
3	28 days after Action 1	<ul style="list-style-type: none"> Prosecution to serve final draft indictment and any special measures applications Defence to serve any application under section 41 of the Youth Justice and Criminal Evidence Act 1999
4	14 days after Action 2	<ul style="list-style-type: none"> Defence to notify prosecution of witness requirements Defence to serve: <ul style="list-style-type: none"> (i) Defence statement* (including any alibi details) OR notification of guilty plea (ii) Any application for hearsay/bad character (iii) Response to hearsay/bad character application by prosecution (iv) Any notice of application to dismiss charges
5	14 days after Action 3	<ul style="list-style-type: none"> Defence to serve response to any prosecution application for special measures Prosecution and defence to notify Crown Court of names of trial advocate and time estimate Defence to notify Crown Court of non-availability of expert witnesses, with reasons Witness Care Unit to notify Crown Court and prosecution of dates when witnesses required by defence are unavailable, with reasons.
6	14 days after Action 4	<ul style="list-style-type: none"> Prosecution to serve responses to hearsay/bad character/dismissal of charges applications

NOTE: if any party seeks a subsequent variation in the timetable or further direction, a written application must be made to the Crown Court within 14 days of committal, and copies served on all other parties. A Crown Court judge may make directions as appropriate or fix a preliminary hearing. If at any time either party is unable to comply with any direction, it must notify the case progression officer immediately and apply to the Crown Court for a variation.

* indicates those time limits which cannot be varied by a magistrates' court.

Please record any further directions here:

Received.....(defence signature)(prosecution signature)

YOUTH COURT

DIRECTIONS FOR CASE SENT TO THE CROWN COURT

.....Youth Court
Date sent:

The Plea and Case Management Hearing will take place
on.....at.....Crown Court

Name of defendant	Case no	PYO	Remand status	Represented by:
D1		Y/N	Bail/cust/COM	
D2		Y/N	Bail/cust/COM	
D3		Y/N	Bail/cust/COM	
D4		Y/N	Bail/cust/COM	

COM= in custody on other matters

Defence telephone numbers:

D1.....(home).....(mobile)	D1 solicitor(office)
D2.....(home).....(mobile)	D2 solicitor(office)
D3.....(home).....(mobile)	D3 solicitor(office)
D4.....(home).....(mobile)	D4 solicitor(office)

Prosecution telephone number.....

CASE DETAILS

1. Has the defendant been advised that the case may proceed in his or her absence?

D1: Y N D2: Y N
 D3: Y N D4: Y N

2. Has the defendant been advised about credit for pleading guilty?

D1: Y N D2: Y N
 D3: Y N D4: Y N

3. What pleas, if any, are indicated?

D1:.....
 D2:.....
 D3:.....
 D4:.....

NOTE: If the defendant decides to plead guilty after sending, the Crown Court must be notified immediately. The Crown Court will then list the case for a hearing as soon as possible.

4. Does the defence intend to make an application under section 41 of the Youth Justice and Criminal Evidence Act 1999 to cross-examine the complainant about his or her sexual history?.....(to be served within 28 days of primary/initial disclosure)

5. Please give details of any other matters which should be dealt with at the same time as these proceedings (e.g. other offences, offences to be taken into consideration)?

D1:.....	D2:.....
.....
D3:.....	D4:.....
.....

Insert date by which Action 1 to be completed in blank box:

ACTION	TIME LIMITS	DIRECTIONS
1	Cust: 50 days after sent* Bail: 70 days after sent*	<ul style="list-style-type: none"> • Prosecution to serve draft indictment, case papers and primary or initial disclosure.
2	14 days after Action 1	<ul style="list-style-type: none"> • Defence to notify prosecution of witness requirements • Prosecution to serve any application for hearsay or defendant's bad character • Defence to serve: <ul style="list-style-type: none"> (i) Defence statement* (including any alibi details) OR notification of guilty plea (ii) Any application for hearsay/bad character (iii) Any notice of application to dismiss charges
3	28 days after Action 1	<ul style="list-style-type: none"> • Prosecution to serve final draft indictment and any special measures applications • Defence to serve any application under section 41 of the Youth Justice and Criminal Evidence Act 1999
4	14 days after Action 2	<ul style="list-style-type: none"> • Prosecution to serve responses to hearsay/bad character/dismissal of charges applications • Defence to serve response to hearsay/bad character application by prosecution
5	14 days after Action 3	<ul style="list-style-type: none"> • Defence to serve response to any prosecution application for special measures • Prosecution and defence to notify Crown Court of names of trial advocate and time estimate • Defence to notify Crown Court of non-availability of expert witnesses, with reasons • Witness Care Unit to notify Crown Court and prosecution of dates when witnesses required by defence are unavailable, with reasons

NOTE: if any party seeks a subsequent variation in the timetable or further direction, a written application must be made to the Crown Court within 14 days of date sent, and copies served on all other parties. A Crown Court judge may make directions as appropriate or fix a preliminary hearing. If at any time either party is unable to comply with any direction, it must notify the CPO immediately and apply to the Crown Court for a variation.

* indicates those time limits which cannot be varied by a magistrates' court.

Please record any further directions here:

Received.....(defence signature)(prosecution signature)

YOUTH COURT

CASE PROGRESSION

.....Youth Court
Date of hearing:.....

Name of defendant	Case no	PYO	Remand status	Represented by:
D1		Y/N	Bail/cust/COM	
D2		Y/N	Bail/cust/COM	
D3		Y/N	Bail/cust/COM	
D4		Y/N	Bail/cust/COM	

COM= in custody on other matters

Defence telephone numbers:

D1.....(home).....	(mobile).....	D1 solicitor	(office).....
D2.....(home).....	(mobile).....	D2 solicitor	(office).....
D3.....(home).....	(mobile).....	D3 solicitor	(office).....
D4.....(home).....	(mobile).....	D4 solicitor	(office).....

Prosecution telephone number.....

CASE DETAILS

Date of trial:.....

Estimated length of trial:.....

Has the defendant been advised that the case may proceed in his or her absence?

Has the defendant been advised about credit for pleading guilty?

D1: Y N

D2: Y N

D1: Y N

D2: Y N

D3: Y N

D4: Y N

D3: Y N

D4: Y N

Trial issues (e.g. identification – please give details)

Applications to be made (e.g. special measures, bad character, hearsay)

Defence witnesses

Defendant	Likely no of witnesses	Type of witness* (e.g. 2 x civ; 1 x child)
D1		
D2		
D3		
D4		

Prosecution witnesses

Name of witness	Type of witness*	Required by which defendant	To be read s.9?

*P = police; Civ = civilian; Ex = expert; Child = child; VA = vulnerable adult

Note: parties must notify the court and the other party immediately if there is any change in witness availability or requirement to attend.

Give details of any special arrangements (e.g. interpreter, intermediary, wheelchair access, hearing loop system) for anyone attending the trial:

STANDARD DIRECTIONS APPLY UNLESS THE COURT DIRECTS OTHERWISE
IF THE DEFENDANT IS A 'PYO' STANDARD DIRECTIONS MUST BE MODIFIED
A COPY OF THE STANDARD DIRECTIONS IS AVAILABLE FROM THE COURT

Please record any further directions here (e.g. in relation to bad character, hearsay, special measures, disclosure, expert evidence):

President of the Queen's Bench Division

Date: March 2007