

THE CROWN COURT AT MANCHESTER (CROWN SQUARE)
TIMETABLE FOR PREPARATION FOR SOCIALLY DISTANCED TRIALS

This document is intended to provide simple guidance and a practical timetable setting out what each party must do to ensure that trials at Crown Square can begin and be conducted in the most efficient way possible.

1. 2 weeks before trial date, in relation to the trial and the proposed back-up trial:

Court:

Identify suitable trial, and a suitable back-up trial.

Nominate a trial judge.

Request names of potential jurors from the Jury Summoning Bureau, from which a panel can be formed.

Inform Prosecution and Defence, and send out the Pre-Trial Questionnaire, to be completed.

Inform Witness Support, St Mary's SARC (if applicable).

Fix date for PTR and inform parties. PTR to be listed 7 days before trial date.

2. In the 7 days before the PTR:

Prosecution:

Liaise with the police, in particular the OIC;

Obtain confirmation of trial advocate and their contact details;

Establish a realistic estimated length of trial, taking into account the extra time that may be required;

Confirm the availability and number of prosecution witnesses, their names and any special measures/requirements;

Identify the names of any witness supporters (one only per witness);

Confirm whether relatives and family of complainant/deceased wish to attend trial. If so, confirm likely numbers;

Liaise with defence to obtain agreement about trial bundle (indictment, i/v transcript(s), agreed facts, photographs etc);

Assess how long each prosecution witness will take in chief;

Confirm if there is to be any legal argument (bad character, admissibility etc), and when that should take place and how long it is likely to take;

Defence:

Establish whether there are any defence witnesses to be called, and their names;

Obtain confirmation of trial advocate and their contact details;

Establish how long each prosecution witness is likely to take in cross examination, and how long the defendant is likely to take in chief (assuming defendant gives evidence);

Confirmation of attendance by defendant and any defence witnesses.

Inform defendant that if s/he has any family or other supporters who wish to attend the trial, then their names and details must be provided, so that an indication of likely numbers can be provided.

(Note: space within the court building is limited, and the Court may, therefore, have to limit the number of people who can attend. The Court will be mindful of the need to maintain social distancing in all areas)

3. No less than 24 hours before the PTR

Prosecution and defence:

Complete and file the Pre-trial Questionnaire, with the information established in (2) above, on DCS in the Trial Documents section (O).

4. The PTR: 7 days before trial

At this hearing, the court will need to determine the finalised trial timetable and order for the calling of witnesses, bearing in mind the time estimates given by prosecution and defence. The court will also need to determine:

That a jury bundle is agreed and can be prepared
Start and finish times each day for the trial
An agreed procedure for jury notes
Timing of any legal argument

5. Following the PTR

During the 7 days following the PTR the parties and the Court will make final preparations for trial, as follows. If prosecution or defence become aware of any circumstance that may affect the viability of the trial, the length of trial or the smooth running of the trial that party MUST immediately:

a) Inform the Court;

b) Inform all other parties.

Prosecution:

Organise trial bundle: copies for each juror, for counsel, witness and judge, in wipe clean folders.

Ensure witnesses have been informed *clearly* about the date and time they are to attend, and ensure confirmation is received that they will attend on that date and at that time.

Advocates may visit the court to view the arrangements and raise any concerns. To arrange such a visit, please contact