

CROWN COURT: PPE Process

Before Crown Court hearing(s)

CPS prepare documents for committal/served papers

CPS paginate witness statements

CPS paginate exhibits separately, avoiding the use of 4A 4B etc.

CPS exhibit list must give details of PPE that are produced but are not included in the court papers e.g. Exhibit 5 – Album of photographs of injuries (12 pages)

CPS record on bundle Front Sheet the number of pages of witness statements and the number of pages of exhibits counted as PPE and the total PPE

Court receives bundle

Court inputs PPE into CREST from CPS Front Sheet.

Court does not update CREST when NAE served as the final PPE is input at the end of the case, **but** if the Rep Order transfers, **court** may need to confirm to LSC the PPE at the transfer date from any NAE served before it.

CPS serves Notice of Additional Evidence

Case progression

CPS paginate statements/exhibits continuously from original bundle/last NAE.
CPS record on NAE Front Sheet updated numbers for statements/exhibits and PPE total

Case reaches main hearing

Defence advocate records the CPS final PPE count on the PPE form and attaches to it the CPS Front Sheet of the original bundle or latest NAE

Advocate agrees CPS final PPE count and records that on form

Advocate disagrees the CPS final PPE count and proposes a revised PPE, recording the extra statements/exhibits in enough detail for the court clerk to consider overriding CPS PPE count

After Main Hearing

Advocate gives PPE form & CPS Front Sheet and/or NAE to court clerk

Before updating CREST/XHIBIT with the case result, the **court clerk**

- checks that the Defence Advocate has agreed the CPS final PPE count.
- Or, if necessary, considers the Defence Advocate's proposed revised PPE and
 - *agrees it fully, **or**
 - *agrees it partly, **or**
 - *disagrees it and accepts the CPS final PPE count

court clerk updates CREST/XHIBIT with either the CPS final PPE count **or** the fully/partly agreed Defence Advocate's proposed PPE count

Court receives AGFS Claim

LSC receives LGFS claim

LSC pays PPE according to CREST/XHIBIT. If claimant asks for redetermination, **LSC** sends LF4 query to court. **Court** checks PPE, using the PPE form as a starting point, and responds to LSC. **LSC** makes final decision about PPE.

If PPE claimed is more than CREST, **court** checks the reason, using the PPE form as a starting point. **Court** determines PPE and pays. Claimant may ask for redetermination.