## **Flowchart for Court Appointed Advocates**

Step One: HMCTS to identify case at the earliest stage possible

## NOTE:

How is the case identified? By the Judge at Plea and Trial Preparation Hearing (PTPH)? By the Delivery Manager or another party?

CASES ONLY - court to order papers from CPS <u>before</u> contacting PDS



clerks with details of case for both appeal cases and trials (e.g. hearing



PDS to evaluate capacity and allocate advocate



PDS to respond to court with details of the allocated advocate, send form and request form be completed and returned.



Court to make s38 Order naming advocate and identifying the witnesses; PDS Clerks access to digital case/send PDS clerks appeal papers

PDS confirm receipt of Order; advocate makes Defendant (where justifiable)

If defendant remains unrepresented Representation obtained by defendant. Court to discharge order and inform PDS immediately Mention/FCMH occur – court to notify PDS of outcome IF PDS inform court that change of advocate is necessary... <u>Issues impacting trial readiness!</u>

Trial/Appeal Hearing – day(s) of cross examination of

witness(es) the PDS advocate attends court



PDS update court re case progression – any outstanding disclosure issues, applications or other matters impacting trial



No issues impacting trial readiness.