

Greater Manchester Crown Courts

Pre-trial Questionnaire – to be completed in advance of all Pre-trial Reviews

The following pre-trial checklist must be completed by prosecution and defence trial advocates after discussion between them and uploaded to Section O (Trial Documents) on the DCS no later than 9am on the day of the Pre-trial Review. If the completed questionnaire is not available on DCS, then the PTR may need to be adjourned.

This questionnaire will not be practical for cases involving more than 3 defendants. In such cases the Court will expect to see a note or agenda, joint if possible, dealing with pre-trial issues of the type set out below. The use of this form in Class 1 cases will be optional, in all other cases the form must be completed.

It is vital that all parties fully engage in preparing for the Pre-trial Review hearing.

For the avoidance of doubt, this questionnaire does not replace Trial Readiness Certificates, which must continue to be completed by litigators.

1.	Attending advocates: (trial counsel to be identified if different)	Prosecution: Defence:
2	Are the Crown considering offering no evidence in relation to any count? Is there any resolution the Defence would invite the Prosecution to consider and vice versa? Is a "Goodyear" application to be made? (If so, it must be made in writing)	
3	Trial estimated length – has the relevant section of the Standard Witness Table been completed? Is there any revision to be made to the trial time estimate? Is D In custody or on bail?	

	<p>Does the defendant face any other proceedings (or are there matters RUI'd or for which the defendant is on police bail)?</p>	
4	<p>Witness orders;</p> <p>Please ensure that the Standard Witness Table has been completed and uploaded to DCS Section O (Trial Documents).</p> <p>Does the Standard Witness Table accurately reflect the expectation of the parties as regards witnesses to be called?</p> <p>Are there to be witnesses who do not feature in the Standard Witness Table?</p> <p>What checks have been carried out to ensure that required witnesses remain able to attend for the trial?</p> <p>(this will be important where witness availability was ascertained significantly in advance of trial)</p>	
5	<p>Have Special Measures applications been granted for any witnesses? If so, please (a) identify the witness, and (b) the special measures granted.</p> <p>Identify if any SMA's are still to be made.</p>	
6	<p>Are there any interpreters required for witnesses or the defendant?</p> <p>If so, give details of language and confirm that an interpreter has been booked.</p>	

7	May the trial be interrupted by counsel's commitment to any s.28 hearings or Court of Appeal cases?	
8	Trial jury bundle; have proposals been agreed?	
9	ABE interview; is there an agreed edited transcript? If not, when will it be uploaded?	
10	Defendant's interview: is there an agreed edited transcript? If not, when will it be uploaded?	
11	Will close scrutiny of any CCTV or other images be needed? (Which could affect the court room allocated for trial)	
12	Have all orders made for trial preparation been followed ? Please state any that are outstanding (in particular as regards disclosure issues).	
13	Legal issues: a. What legal issues are to be determined before the jury is sworn? b. What other legal issues will or are likely to arise in the course of the trial?	
14	Trial readiness; please indicate any issues not obvious from earlier questions/answers	

Signed; (Prosecution)

Date;

Signed; (Defence)

Date;

Electronic signatures suffice.