



Issued 11<sup>th</sup> December, 2017

## PRACTICE DIRECTION 3 OF 2017

### ROYAL COURT

### LODGING OF PAPERS IN CRIMINAL MATTERS

I am directed by the Bailiff to issue the following practice direction to take immediate effect in the Royal Court.

It is ordered by the Court that paperwork which is filed for either criminal trials or sentencing hearings in the Royal Court should be filed at least two clear working days prior to the hearing to allow timely distribution to and consideration by the Jurats.

This will apply to all criminal trial bundles although it is accepted that on occasions the Prosecution may wish to apply not to release certain paperwork prior to a trial.

The documents in sentencing bundles which are filed by the Prosecution should appear in the bundle in the following order:-

1. Indictment (On the top of the bundle)
2. Prosecution Outline
3. Albums of photographs/exhibits
4. Victim Impact Statements
5. Previous Convictions

The Prosecution bundle should be accompanied by a letter from the Prosecution confirming that the documents have been agreed with the Defence and can be distributed to Jurats.

To the above bundle the Greffe will add the Social Enquiry Report, and any Psychological or Psychiatric Reports which have been sought by the Court. These also have to be produced and filed with the Greffe two clear working days before the listed hearing.

The Defence may also wish to have documents included in the Court bundle and these should be filed with the Greffe at least two clear working days before the hearing. When the defence documents are filed with the Greffe they must also be accompanied by a letter from Defence Counsel confirming that the documents have been agreed with the Prosecution and can be distributed to Jurats. Any documents received by Defence Counsel after the two working day deadline should be handed up in Court at the hearing.

When either Prosecution or Defence bundles are filed with the Court, a copy is required for the Judge, the Clerk and each of the Jurats. The number of Jurats who will be sitting in any matter can be ascertained by ringing one of the Royal Court Clerks who will check the Jurats' rota.



Before any documents are released to the Jurats, they will be approved by the Judge for release.

S.M. Simmonds  
Her Majesty's Deputy Greffier  
Principal Clerk of the Royal Court