

Postal Charge & Requisition

From 3rd April 2017, Postal Charge & Requisition (PCR) will be introduced. These will replace the summons process, ending the requirement to lay information before the court to issue a summons.

Scope – agreed that PCR would be used in the following scenarios:

1. Following 'Released Under Investigation' (RUI), if decision is made to charge (this could include those taken from Custody to hospital for treatment)
2. Following RUI, if suspect does not take up offer of out of court disposal (eg voluntary attendance for Caution, Restorative Intervention etc)
3. Following voluntary attendance (could be in person or by post)
4. Following 'Released on Bail', if decision to charge is made prior to bail return date
5. Following offence being witnessed by a police officer and no need to interview

Eligibility criteria – agreed the following:

1. All offence types, including indictable only
2. Only if no post-charge bail conditions needed
3. All types of suspect, although the following must be served in person as opposed to by post:
 - a. Youths
 - b. Vulnerable adults (ie those requiring an appropriate adult)
 - c. Those requiring an interpreter
 - d. Those unable to read and/or write

PCR Creation

The **OIC** must send a Niche workflow task "Initial File for Supervisor QA" to their Supervisor. (*Workflow tasking guidance available on Justice Services site*)

The **Supervisor** will:

- a. review the file to ensure evidential content and compliance with National File Standard
- b. digitally sign MG5 (provided the file is satisfactory)
- c. continue workflow by selecting the relevant file type

The **CJSU** will:

- a. review the file and record any deficiencies
- b. if insufficient information to process, the deficiencies will be recorded on the casefile schedule and workflow task will be returned to Supervisor "PCR Request Rejection". The workflow task will need to be resubmitted by OIC via Supervisor, once the deficiencies have been rectified.
- c. if sufficient, create the PCR, register hearing date with HMCTS and send file to Libra
- d. if eligible, post PCR by first class mail to defendant
- e. If not eligible, send workflow task to Scheduled Response Box for personal service

File Requirements

The National File Standard specifies the level of evidence required.

The MG6 must have been revised to include the following additional information in section 9:

- Is this a **Domestic Violence** case? Yes ☐ No ☐
- The defendant wishes to be dealt with in: English ☐ Welsh ☐
- Is an **Interpreter** Required? Yes ☐ No ☐
If yes, provide details of language:
- Is **suspect in Prison**? Yes ☐ No ☐
If yes, provide Prison address (this should be included on the address tab:

Legal Representative

Name:

Secure Email:

The 'Charges' in Section 10 must specify the relevant Act and Section, date and location of offence and victim's name (where applicable)

Personal Service

If there is a requirement for personal service a workflow task '**Urgent – PCR Personal Service**' will be sent to the relevant Scheduled Response Box.