



Coronavirus

Guidance in respect of Criminal Business

No. 21 of 2020

This guidance sets out the arrangements for the management of criminal business in the Sheriffdom of Glasgow & Strathkelvin with effect from 1 December 2020.

It supersedes "*Coronavirus – Guidance in respect of Criminal Business No. 19 of 2020*" of 1 July 2020.

Part 1. Solemn Business

Jurors

1. The citation of jurors has recommenced to facilitate the recommencement of jury trials, as provided for at paragraph 5 below.

First Diets and Jury Trials

2. The first diet court will continue to sit on Tuesday to Friday each week.
3. Accused persons must attend personally.
4. Time slots for first diet cases will be allocated in accordance with Part 3 below.
5. Jury trials recommence on 1 December 2020.

Solemn Remand Court

6. A solemn remand court will be programmed for each working day to deal with solemn cases other than first diets until 11 January 2021.

Petition Court

7. The petition court will continue to sit in Court 3. Full committals by video link will call in Court 3. All other petition cases which require to be conducted by electronic means will call in Court 1, along with the domestic abuse and JP custody cases.

Pleas of Guilty in Solemn Cases

8. In proceedings on indictment in which a diet has been discharged administratively and in which the solicitor for the accused and the prosecutor have agreed a plea of guilty and the facts on which that plea proceeds, the following applies:
 - i. Parties should liaise with the sheriff clerk's solemn criminal office and agree a suitable date for a diet at which the said plea could be tendered.
 - ii. Once a suitable date has been identified, an application should be made in terms of section 75A of the Criminal Procedure (Scotland) Act 1995 to discharge the existing diet and to fix a new diet for the agreed date at which the agreed plea of guilty will be tendered.
 - iii. The accused must attend personally on the agreed date.

Part 2. Sheriff Court Summary and Justice of the Peace Court Business

Custody Courts

9. The domestic abuse and JP custody court will sit in Court 1 each Monday.
10. The summary custody court will sit in Court 4 on Mondays only.

11. On Tuesday to Friday each week a single summary custody court (including domestic abuse and JP cases) will sit in Court 1.
12. With the exception of full committals by video link (which will call in Court 3) all other custody cases which require to be conducted by electronic means will call in Court 1.

Undertakings

13. A dedicated court will sit on Tuesday to Friday each week to deal with undertakings.

Diet Courts

14. Accused persons should not attend diet courts unless expressly directed to do so by the court.

Intermediate Diet Courts

15. Time slots for intermediate diet cases will be allocated in accordance with Part 3 below.
16. Accused persons should not attend intermediate diet courts unless expressly directed to do so by the court.
17. The terms of "*Criminal Courts Practice Note No.2 of 2020*" apply in relation to the conduct of intermediate diets assigned for a date on or before 14 December 2020.
18. Where required by "*Criminal Courts Practice Note No.2 of 2020*", written records must be lodged by no later than close of business two clear working days prior to the intermediate diet in accordance with the following table:

Day of Intermediate Diet	Last Day for Lodging Written Record
Monday	Preceding Wednesday
Tuesday	Preceding Thursday
Wednesday	Preceding Friday
Thursday	Monday
Friday	Tuesday

Remand Courts

19. Accused persons must attend personally.
20. Time slots for remand court cases will be allocated in accordance with Part 3 below.

Pleas of Guilty in Summary Cases

21. In summary proceedings in which a diet has been discharged administratively and in which the solicitor for the accused and the prosecutor have agreed a plea of guilty and the facts on which that plea proceeds, the “*Guidance on Facilitating Pleas of Guilty in Summary Criminal Proceedings Sheriff and JP Courts*”¹ should be followed.

Drugs Court / Alcohol Court

22. Time slots for drugs and alcohol court cases will be allocated in accordance with Part 3 below.

¹ <http://www.scotcourts.gov.uk/docs/default-source/rules-and-practice/coronavirus-temp-orders/coronavirus-miscellaneous/guidance-on-facilitating-pleas-of-guilty-in-summary-criminal-proceedings-05-06-20.pdf?sfvrsn=8>

Part 3. Time Slots

23. To ensure compliance with social distancing measures the number of persons who can be accommodated within the courts at any one time will be restricted by way of a system of time slots which will operate in certain courts as set out above.
24. The number of cases allocated to each time slot will be kept under review.
25. Where practitioners have more than one case calling in a court in which a time slot system applies, the following information should be supplied to the court (by e-mail to glasgowslots@scotcourts.gov.uk) by no later than 4 pm on the Friday of the week before the week before that in which the cases are scheduled to call (e.g. by 4 pm on Friday 3 July 2020 for cases calling in the week commencing 13 July 2020):
 - i. the practitioner's name; firm name; contact e-mail address and telephone number;
 - ii. the dates or dates upon which they have more than one case calling in a particular court;
 - iii. the names of the accused persons they represent and the case reference numbers; and
 - iv. the name of the court or courts in question.
26. The e-mail to the court should be headed "Time Slots".
27. As soon as practicable in the week before that in which a case is scheduled to call, the sheriff clerk will provide to the Glasgow Bar Association and to the Royal Faculty of Procurators in Glasgow a list of the time slots allocated to each case calling in the relevant courts in the following week.
28. The sheriff clerk will arrange for there to be published on the Scottish Courts and Tribunals Service website a list of the time slots allocated to each case.
29. In assigning time slots the sheriff clerk will endeavour to allocate time slots to take account of information provided by practitioners in accordance with this Part.
30. Practitioners should advise their clients of the allocated time slot as soon as reasonably practicable to ensure their attendance at the allocated time.
31. Unless otherwise directed, practitioners and accused persons shall arrive at the relevant court room no earlier than 15 minutes before the time scheduled for their

case(s). Practitioners and accused persons who arrive early or late may be refused admission to the court room.

Sheriff Principal C.D.Turnbull

1 December 2020