



## REGISTER FOR A COMMON PLATFORM ACCOUNT

Common Platform is a new, criminal case management system for use by HMCTS staff, the judiciary, and professional court users - including defence professionals and the Crown Prosecution Service.

The system is already live in courts in 44% of criminal courts across England and Wales. Common Platform will shortly roll out to additional courts, including sites in the north-east, so we encourage you to [register your firm or chambers for an account](#) now.

### Courts going live in your area

Among the next courts to go live with Common Platform will be

- Sheffield Crown Court
- Sheffield Magistrates' Court
- Barnsley Law Courts (Magistrates' Court)
- Doncaster Justice Centre (North & South)

We will provide further information with a confirmed go-live date soon, but ask that you as a defence professional in the region register for the system now.

### Why do I need to register?

Common Platform will be an essential tool for all defence solicitors and barristers in the area. It will ultimately replace the existing software applications – Libra, XHIBIT, Bench, Court Store and Digital Mark-Up – with a single, streamlined system, which helps parties in a case to share the right information more easily and effectively.

As Common Platform goes live at each court, all defence solicitors and barristers involved in hearings at those courts will need to be registered for accounts. This will allow them to continue to work with the courts by:

- associating to a case / defendant so the Legal Aid Agency is informed for payment purposes
- self-serving case materials – including the Initial Details of the Prosecution Case (IDPC) and the Pre-Trial form (PET form) in the magistrates' court
- serving documents on the court for Common Platform cases in the magistrates' court.

For further information, watch this [video introduction to Common Platform](#) and our [video guide on how to use it](#).

### **How to register for an account**

We require an administrator from each defence firm or chambers to provide the organisation's details, usernames and additional details of anyone who may need access. Please do this by [completing the online spreadsheet](#).

Help and technical support can be found by telephoning 0300 303 0688, or emailing [CJSCP-ServiceDesk@hmcts.net](mailto:CJSCP-ServiceDesk@hmcts.net) .