

REGISTER, LOGIN AND FIND A CASE

REGISTER

To access Digital Case System (DCS) and gain access to the cases on the system, you first need to register an account on the site.

To register on the Live site go to www.crowncourtdcs.caselines.co.uk

To register on the Training site go to <https://ccdcstraining.caselines.co.uk>

From the landing page click **Register**.

Fill in your Account Information including:

1. Title
2. First Name
3. Last Name
4. Username (must be at least 5 characters long)
5. Enter a valid primary email address (CJSM, eJudiciary or gsi addresses)
6. Usual Role (will appear based after email address is entered).
7. Usual Location (will appear based after email address is entered).

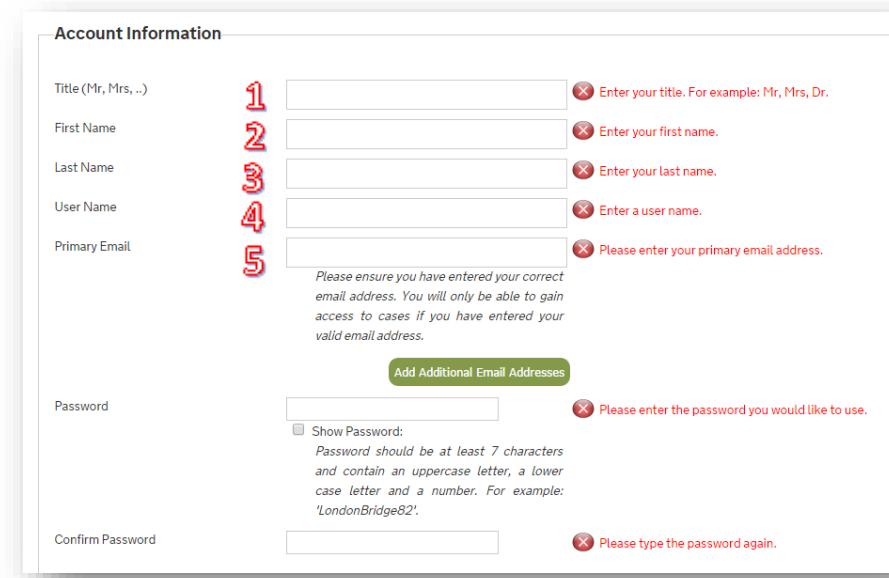
Email addresses such as Hotmail, Gmail or Yahoo will not be accepted as they are open to the public.

DCS recognises what roles are associated with your email address and restricts what Roles you can self-select as **your** Role. The reason it refers to '*Usual*' Role is because sometimes your role may change depending on the case, for example, one week you may be defending on one case and the next week prosecuting on a different case.

Select 'Usual Location' of the Crown Court you tend to work in.



DCS works on all common internet browsers including Internet Explorer, Mozilla Firefox and Google Chrome. Please note however that if you have a very early version of Internet Explorer it may not work. If that is the case Mozilla Firefox has been approved for use by MoJ, so you can download and use this browser if required.



Account Information

1 Title (Mr, Mrs, ...)
 2 First Name
 3 Last Name
 4 User Name
 5 Primary Email

Please ensure you have entered your correct email address. You will only be able to gain access to cases if you have entered your valid email address.

Add Additional Email Addresses

6 Password
 Show Password:
 Password should be at least 7 characters and contain an uppercase letter, a lower case letter and a number. For example: 'LondonBridge82'.

7 Confirm Password
 Please type the password again.

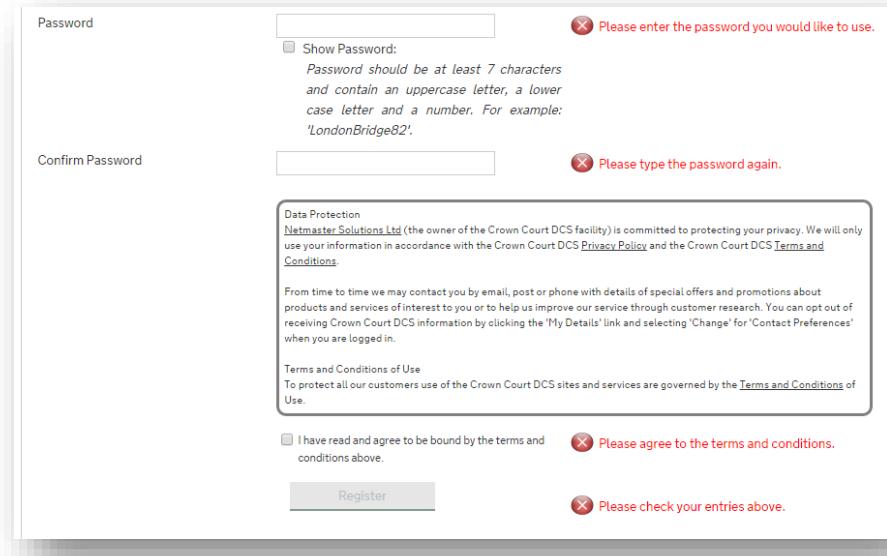
QRG: Register, Login and Find a Case

Create a password which is at least 7 characters and contains an uppercase letter, a lower case letter and a number. For example: 'LondonBridge82'.

Read the Data Protection details and the Terms and Conditions of Use.

Then tick the box if you agree to be bound by the Terms and Conditions of Use.

Once you have filled in all the details correctly, the 'Register' button becomes active; click on it to register yourself onto DCS.



The screenshot shows a registration form with the following fields and sections:

- Password:** An input field with a "Show Password" checkbox and a red error message: "Please enter the password you would like to use."
- Confirm Password:** An input field with a red error message: "Please type the password again."
- Data Protection:** A section containing the Netmaster Solutions Ltd privacy policy and terms and conditions, with a red error message: "Please check your entries above."
- Terms and Conditions of Use:** A section containing the terms and conditions of use, with a red error message: "Please agree to the terms and conditions."
- Agreement Checkbox:** A checkbox labeled "I have read and agree to be bound by the terms and conditions above." followed by a red error message: "Please check your entries above."
- Register Button:** A large blue button labeled "Register".

LOGIN

From the DCS landing page, click **Log On** located in the menu bar at the top of the webpage.

Type in your email address or username and your password.

Tick the box marked 'Remember me next time?' if you want your browser to remember your login details.

 *If you've forgotten your password, click **Forgotten password: Click here**. You will then be required to submit your user name or email address; an email will then be sent to you providing your username and password. When you next log on it is recommended that you change your password.*

Log On

Please enter your user name and password. Please [Register](#) if you do not have an account.

[Forgotten password: Click Here](#)

Account Information

User Name or Email	jamiefoote
Password	*****

Show Password?

Remember me next time?

Log On

FIND A CASE

Click **View Case List** located in the menu bar at the top of the webpage.

You can filter your case list by:

- Court 'Location'
- Hearing date,
- Text (either the URN or defendants name).

You can filter out the cases due to be heard today, next day, this week, this month, this year or next year.

Once you've selected your case filters click **Apply Filter**.

To clear the case filter, click **Clear Filter**.

Case List

Would you like to [Create a Case](#) ?

Case Filter:

Location:

From: Today This Week This Year

To: Next Day This Month Next Year

Text: All Words

Show: Filter on 'Previously Viewed' and 'Invited'

Clear Filter **Apply Filter**