



HM Courts &
Tribunals Service

Pre-Recorded Cross- Examination Evidence

Editing Recording Process

Editing Recordings Process for Court

Edits should only be requested in exceptional circumstances. Editing requests for PRE Recordings will always require Judicial permission.

Editing – recommended process

1. At the end of the PRE recording session, the judge will instruct the advocates to view the recording, to check for recording quality purposes and to see if any editing is required. The judge will direct the timeframe for this process to be completed in and who is to submit the request.

2. The advocates will be granted access to the case recordings after the conclusion of the PRE recording session.

3. Once the advocates have viewed the recording, in exceptional circumstances if any editing is required, they must complete the edit form and email the court using the designated PRE inbox for that specific court.

4. All requests for edits must be referred to the Judge for approval, this is the Judge who heard the pre-recorded cross examination. If edits are contested the case will be listed for a mention hearing to review the editing proposals.

5. Once the judge has approved the edits confirming this by email, the court staff email the editing request to the PRE Editing Team. The Service Level Agreement (SLA) for completing the editing process will be within 10 days.

6. Edited versions of the recording will be made available to the parties by email notification. Users will have access to the original recording and the latest edited version.

7. The advocates must then check that the edits are correct.