

Pre Recorded Evidence (PRE) Portal User Pack

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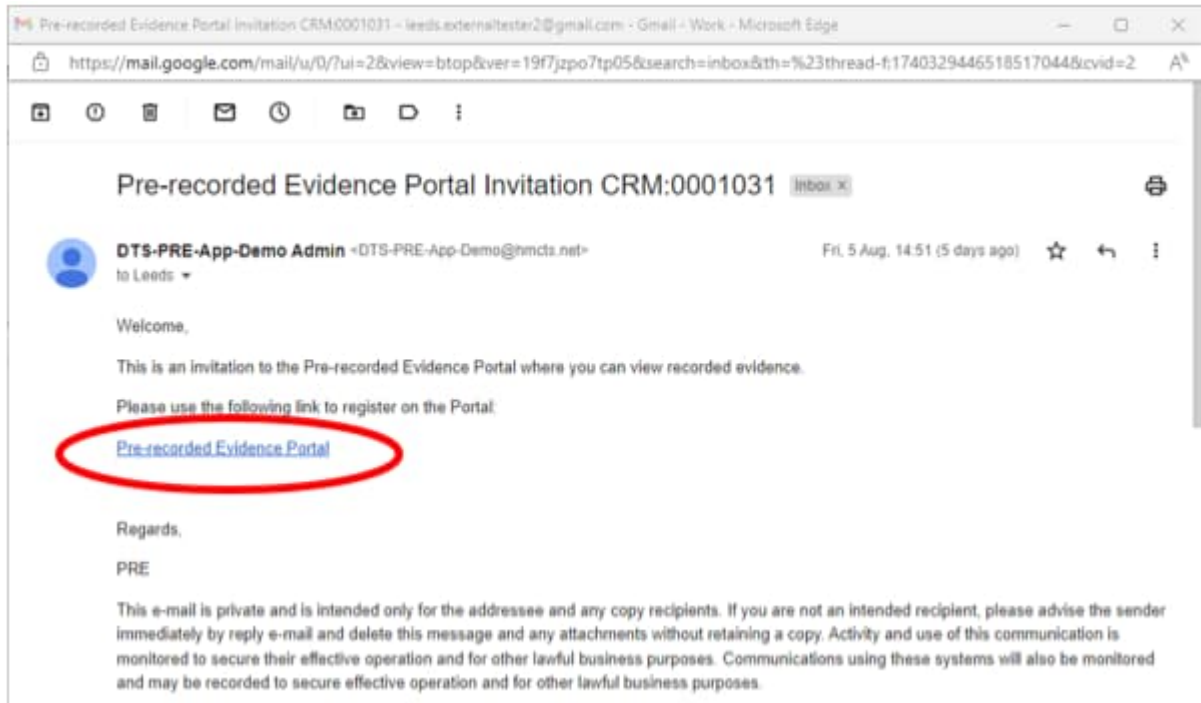
Section 1 Introduction

The Pre-Recorded Evidence (PRE) application is in development, therefore some of the layout, labels and workflows is subject to change.

This guide will help show some of the basic functions of the application for advocates who are involved in cases with complainants and witnesses whose cross examination and re-examination is being recorded.

Section 2 Being set up on the PRE application

Once you have been set up on the portal you will get the below email to activate your account, this can be done by clicking on the **below link**



It will take you to the next screen, click on **register**.



Your username to log into the portal will be your email address, which must be an individual CJSM.net email address, eg firstname.lastname@organisation.cjsm.net. You will need to create a password, which must be at least 8 characters.

It must contain characters from three of the four classes: - **uppercase letters, lowercase letters, digit and non-alphanumeric (special characters).**

Once you have created your password and entered it twice, click on **register**.

PRE - Evidence Portal

Sign In

[Sign in](#) [Redeem invitation](#)

Redeeming code: 14huRTWMTaZUWjldTr0q-JebnVNaq-c2IU23gU0GykZq3mLJWcha202V-eslyGb70P8vAfXDb9B-QsecofLVv-5Zuh5vExdToHtjblq8hiMHdsNUKs9iGVqAruf1O-SxKCU2W6V4Nf66JUpt-gR55POMczlgxm43wLUHr-UQKA-

Register your account

Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

* Email

20220512.TestUser@tekyr.com

* Password

••••••••

* Confirm password

••••••••

Register

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NOTE: You have five attempts to login, within a three minute window. If log-in is not achieved in this time you will encounter a ten minute block before you can log-in again.

Please read the terms and conditions and tick the box to confirm you agree to them.



Terms and Conditions

Pre-Recorded Evidence (PRE) Service

Terms & Conditions (including Acceptable Use)

(All Users)

July 2022

Introduction

This PRE Service is provided by HM Courts and Tribunals Service (HMCTS). Unauthorised use is a criminal offence under the Computer Misuse Act 1990, and you should disconnect immediately if you have not been authorised to use this system. Unauthorised access is prevented by two factor authentication.

The PRE Service provides access to pre-recorded cross examination recordings. It is supplied to individual users (The User) in accordance with the following Terms & Conditions.

The User understands that use of the Service will be taken as their acceptance of these Terms & Conditions and that they are fully aware of their responsibilities in relation to the use of the service as set out in the Terms & Conditions on the page below.

Terms and Conditions

1. I have a legitimate need to use the PRE Service, and will only access recordings associated with media of cases where I have a business need to do so.
2. I will comply with UK Data Protection Act 2018, relevant privacy regulations and all professional codes of conduct by which I am bound and will ensure all information accessed through the PRE Service is treated accordingly. I acknowledge that any breach of these provisions may result in my access to the PRE Service being suspended or terminated. Any breach may also result in disciplinary action.
3. I will seek to prevent inadvertent disclosure of information by taking care when viewing the recording on the PRE Service. I will make every effort to ensure my screen is not visible to others who do not have a legitimate reason to see the recording.
4. I agree to be accountable for any use of the PRE Service using my unique user credentials (user ID, password, log-in) and e-mail address. As such, I understand that:
 - I must protect my PRE Service credentials for access to the service.
 - I must not share my PRE Service credentials.
 - I must report actual or suspected disclosure of this information to HMCTS through the local court.
 - I will not use another person's credentials to access the PRE Service.
5. I will ensure that computing devices connected to the PRE Service will not be left unattended unless they are physically secure and have a clear password locked screen.
6. I will take precautions to protect all computer media and portable computers/devices that will be used to access the PRE Service at all times (e.g., by not leaving a device unattended or on display in a public space).
7. I will not share any video recording or other content accessed via the PRE Service with any other party or persons, unless they have a legal right to view the recording.
8. I will not access the PRE Service from public shared devices (e.g., those in internet cafes).
9. I will only access the PRE Service from devices which have appropriate security controls installed and which are maintained to be up to date (including, as appropriate, firewalls, anti-virus & spyware software and operating system security patches).
10. I will not attempt to bypass or subvert system security controls.
11. When using Wi-Fi, I will only access the PRE Service using secure internet connection or using secure internet service. I will not 'trust' or 'accept' invalid security for web site certificates.
12. I confirm that I will only connect to the PRE Service from within the United Kingdom and will not attempt to access the PRE Service from a location that is outside the United Kingdom, without prior authorisation.
13. I understand that HMCTS and the Ministry of Justice (MOJ) reserves the right to audit my usage and investigate security incidents and confirm that, should such an investigation be necessary, I will provide any necessary support to the best of my ability.
14. I agree to report any data losses, breaches or security incidents by contacting the DTS Service Desk and Line Manager immediately.
15. In the event of a suspected breach of these Terms & Conditions HMCTS reserves the right to investigate and if a breach has occurred, to impose appropriate sanctions. This can range from a warning and instructions to improve practice, to temporary suspension or reduction in the service availability, to the potential complete withdrawal of service should the breach impact adversely users of the PRE Service, and other associated services.
16. I will use the PRE Service in accordance with the appropriate user guides and agree to notify the helpdesk and line manager immediately if there is any change in my circumstances or role that affect my access to the Pre Service. This includes (but is not limited to) changes to my circumstances or role so that certain levels of access are no longer appropriate. I will inform the helpdesk and line manager prior to leaving my role in order that my account may be deleted.

Declaration:

I declare that I am fully aware of my responsibilities in relation to the use of the Service as set out in the above Terms & Conditions.

☐ I agree to these terms and conditions.

[Continue](#)

[Terms & Conditions](#)

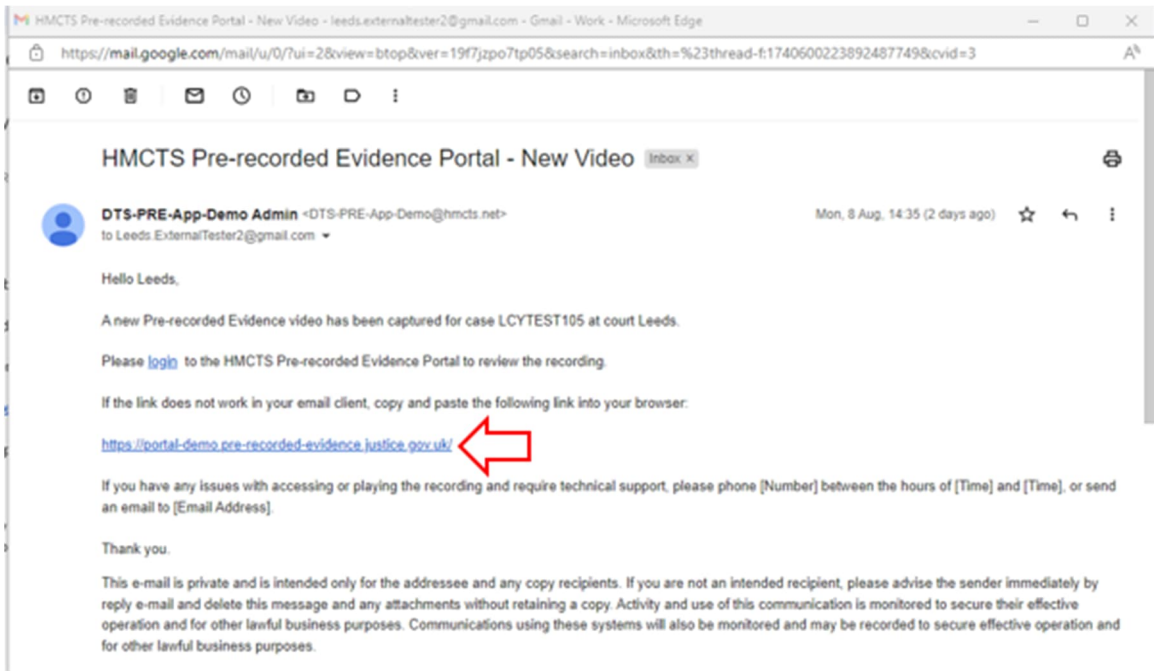
[Accessibility Statement](#)

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You are now registered and can sign out if you wish. If you change your email address you will need to re-register with your new email address to have access to the PRE portal.

Section 3 Accessing a recording

Once you have been set up on the portal, you will receive an email to confirm a recording is ready to view. Click on the **link in the email**



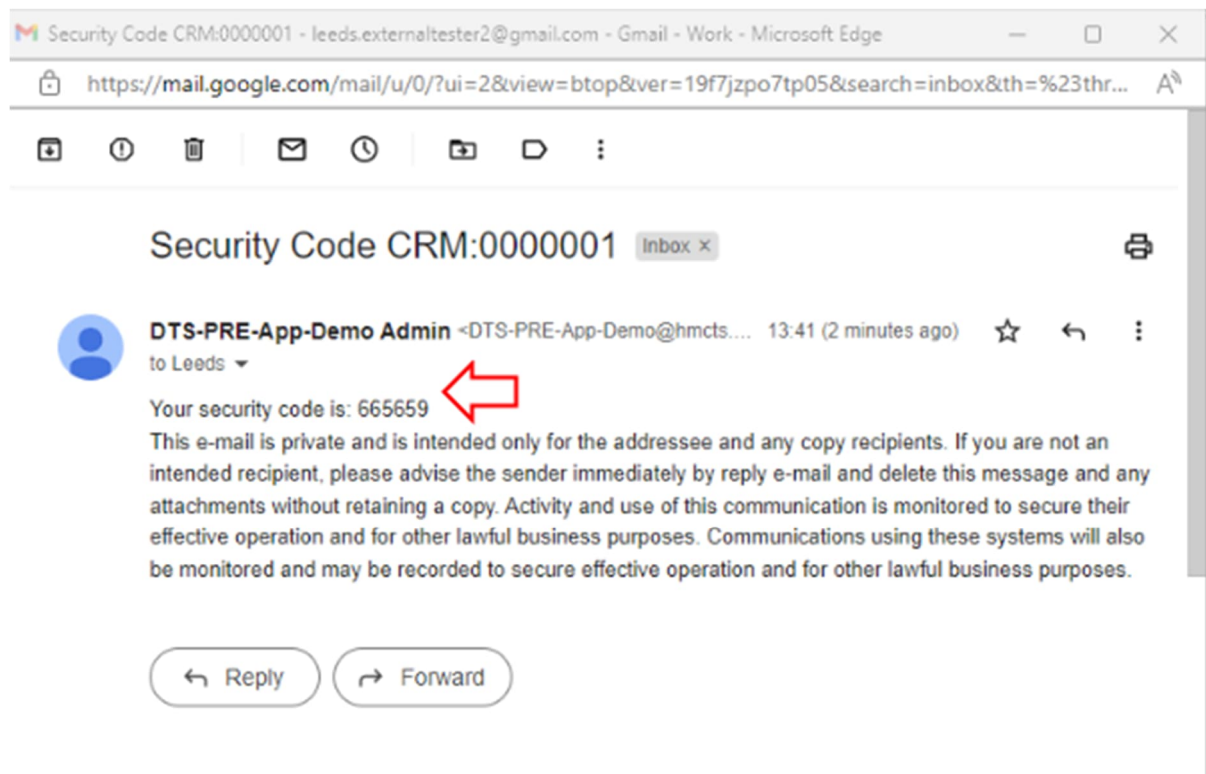
Enter your email and password, then **click sign in**.

A screenshot of the HMCTS Pre-Recorded Evidence Service login page. At the top is the HMCTS crest and the text 'HMCTS Pre-Recorded Evidence Service'. Below this are two buttons: 'Sign in' and 'Redeem invitation'. The 'Sign in' button is highlighted. Under the 'Sign in' heading, there are two input fields: 'Email' and '* Password'. Below these fields are two buttons: 'Sign in' and 'Forgot your password?'. A red arrow points to the 'Sign in' button.

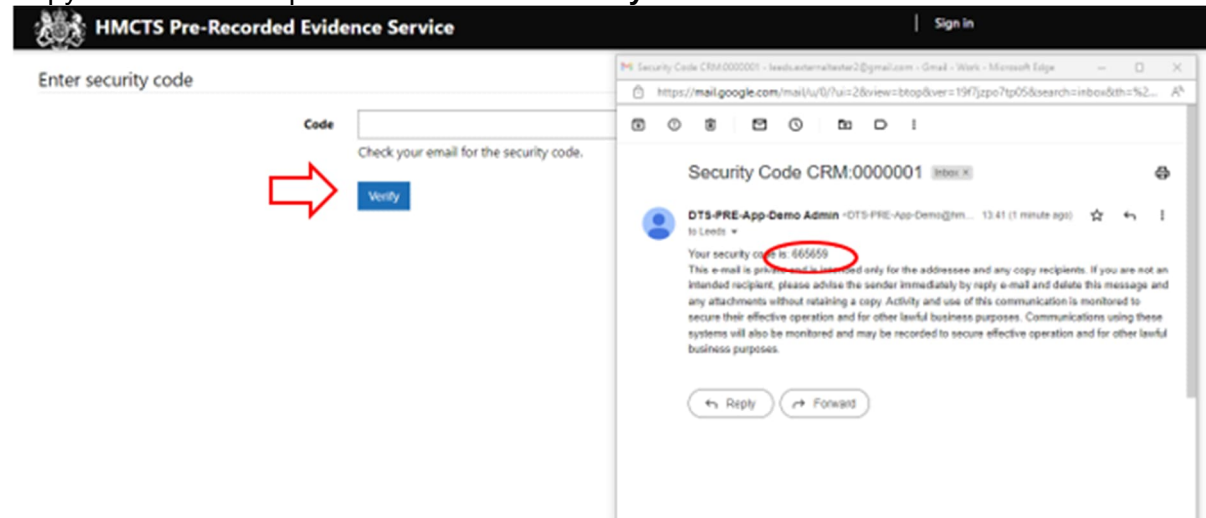
NOTE: You have five attempts to login, within a three minute window. If login is not successful, your access will be blocked for 10 minutes before you can log-in again.

You will then be asked for a **security code**. This is two factor authentication to protect the sensitive data the system holds.


A code will be **sent to your email account** for you to enter.



Copy the code to the portal and then **click verify**.



You will then be logged in and able to see the recording.

**HMCTS Pre-Recorded Evidence Service**PRE | TestLawrie1 Solirius ▾


Welcome to the Pre-recorded Evidence Portal

Please note: Playback is preferred on non-mobile devices. If possible, please use a preferred device.

CaseRef	Court	Date	Witness	Defendants	Recording Version	
PLAYBACK-TEST	Leeds	24/08/2022 00:00	wit a	def 1	2	▶
PLAYBACK-TEST	Leeds	24/08/2022 00:00	wit a	def 1	1	▶
PRETEST01	Leeds	13/09/2022 00:00	James Smith	John Jones	1	▶
YOUTHCOURT21	Leeds	09/08/2022	Jonah Tree	Sophie West	1	▶


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The recordings are listed in the table. You can scroll down the list using your mouse or search using the browser's built-in find function (Ctrl and F). This allows users to search by Court, Date, Case Reference, Witness name or Defendant name.

**HMCTS Pre-Recorded Evidence Service**PRE | TestLawrie1 Solirius ▾

Welcome to the Pre-recorded Evidence Portal

Please note: Playback is preferred on non-mobile devices. If possible, please use a preferred device.

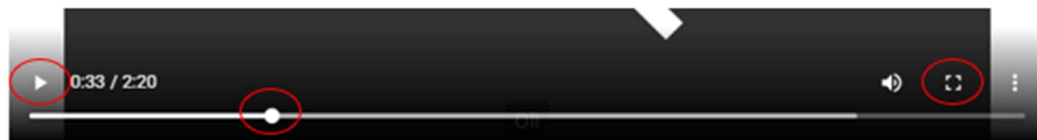


0:11 / 3:48

CaseRef	Court	Date	Witness	Defendants	Recording Version	
PLAYBACK-TEST	Leeds	24/08/2022 00:00	wit a	def 1	2	▶
PLAYBACK-TEST	Leeds	24/08/2022 00:00	wit a	def 1	1	▶
PRETEST01	Leeds	13/09/2022 00:00	James Smith	John Jones	1	▶
YOUTHCOURT21	Leeds	09/08/2022	Jonah Tree	Sophie West	1	▶

The front page of the portal will show all the recordings assigned to you.

- To **access a recording**, click on the recording required. The recording will appear in the video player above and will start playing.
- To **pause/play the recording**, press the pause/play button on the left-hand side.
- To **make the screen full size**, select the middle 'full screen' icon on the right-hand side. To reduce the screen size, press the button again.
- To **fast forward or rewind the recording**, move the timeline bar backwards or forwards as required – the time counter will move accordingly.



CaseRef	Court	Date	Witness	Defendants
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Section 4 Making edits to a recording

More detailed information on editing of recordings is contained in the documents below. Briefly, if you need to edit the recording, please contact the other advocates in the case to try to agree the edits. Complete the edit request form with the agreed edits and send it to the court.

If you are unable to agree the edits, please notify the court and a mention hearing will be listed. The Judge will decide which edits are allowed.

Once the edit request form has been agreed by the Judge, court staff will send it to the PRE Service Team.

You will be notified by email when the edited recording is ready to view. Click on the link in the email to access the edited version of the recording.

Documents providing further information on the editing process and the form to request edits, are available on the portal.