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SCOTLAND'S PROSECUTION SERVICE



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# PRE-INTERMEDIATE DIET

Defence Agents Booking Application User Guide

(Book PIDM)

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## INTRODUCTION

The Crown has introduced an electronic booking system for every sheriff court to facilitate the PIDM. Agents will be able to book slots for the scheduled date.

The information that follows provides further details for the necessity of the application and comprehensive Guidance Notes for defence agents.

## BACKGROUND

[The Scottish Courts and Tribunal Service has published full background information on the changes in Practice Note 4 of 2020](#)

From 1 December 2020, when a plea of not guilty is recorded, the court, in addition to fixing dates for the intermediate and trial diet, will record in the minute of proceedings the date on which the parties are expected to engage with each other in advance of the intermediate diet by way of a Pre Intermediate Diet Meeting ("PIDM").

This date will ordinarily be **14 days before the date of the intermediate diet**.

The PIDM between Crown and defence can take whatever form is most convenient to the parties, but it should take place on the scheduled date unless, exceptionally, an earlier date is agreed.

The defence agent should be fully instructed for the PIDM. The Crown will usually be available to engage in person at the court location but the PIDM may also take place by video call or telephone.

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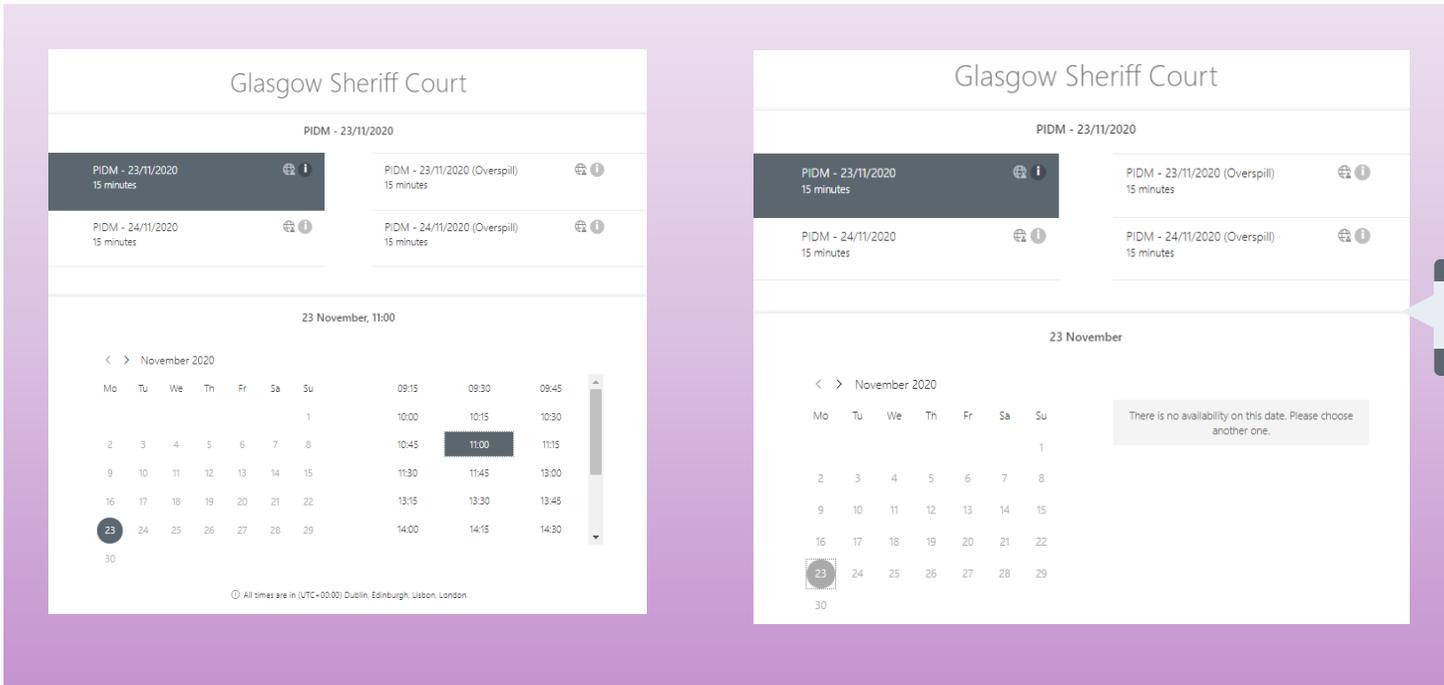
## How to book a PIDM

The booking form for the chosen court is shown after successful login to the application. For information regarding how to logon please see the following guides located on [copfs.gov.uk/PIDM](https://copfs.gov.uk/PIDM)

The form displays all the days that are available for booking.



Some days will have 'overspill' services to allow more bookings to be made for the court in a single day. These will be made available where the court is extremely busy.



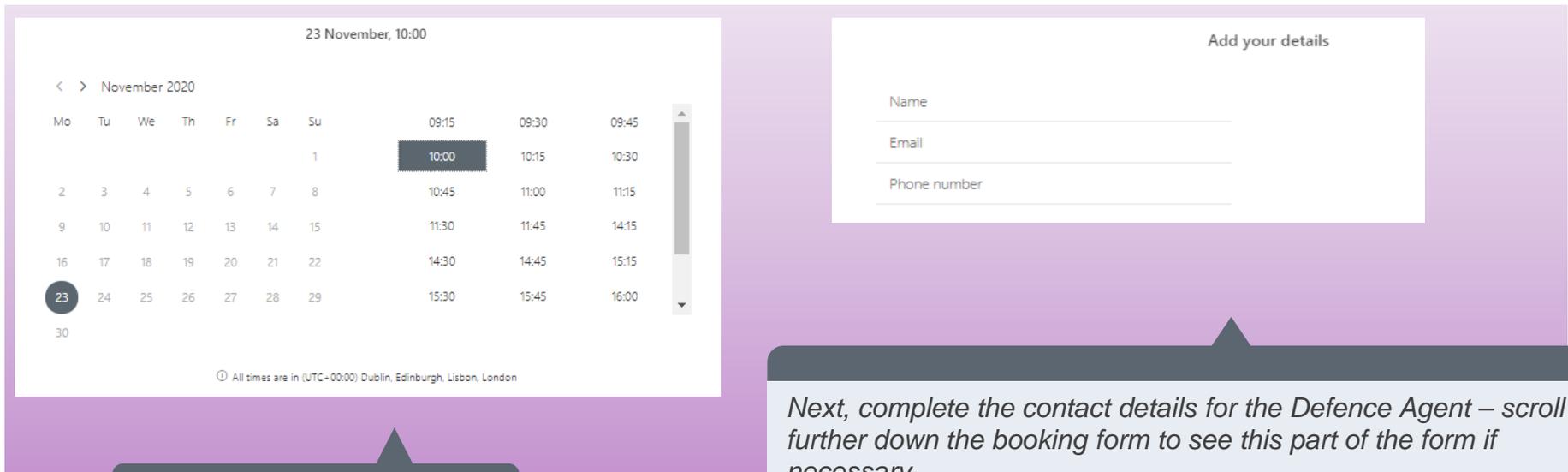
The image shows two side-by-side screenshots of the Glasgow Sheriff Court booking interface. Both screens are titled 'Glasgow Sheriff Court' and show a list of services for 'PIDM - 23/11/2020' and 'PIDM - 24/11/2020' (Overspill), each with a 15-minute duration. Below the service list is a calendar for November 2020. In the left screenshot, the 23rd of November is highlighted in the calendar, and a time slot grid to the right shows available slots from 09:15 to 14:30, with 11:00 selected. In the right screenshot, the 23rd is also highlighted, but a message box states 'There is no availability on this date. Please choose another one.' A callout box labeled 'services' points to the service list area.

The calendar will highlight the day for the service. If it is not auto selected, click on the date e.g. if the service selected is PIDM – 23/11/2020, click on 23rd November in the calendar.

The time slots available on that day will display to the right.

Where there are no time slots available on the day that your PIDM has been assigned, the time picker will show a message that there is no availability on that day. You will have to contact the local PF Office using the appropriate e-mail address listed [here](#).

The time slots are in 15-minute increments. Select the required time if available. **Note:** All fields are required to complete the booking.



23 November, 10:00

< > November 2020

Mo	Tu	We	Th	Fr	Sa	Su	09:15	09:30	09:45
						1	10:00	10:15	10:30
2	3	4	5	6	7	8	10:45	11:00	11:15
9	10	11	12	13	14	15	11:30	11:45	14:15
16	17	18	19	20	21	22	14:30	14:45	15:15
23	24	25	26	27	28	29	15:30	15:45	16:00
30									

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

**Add your details**

Name

Email

Phone number

*The time slots are in 15-minute increments. Select the required time if available.*

*Next, complete the contact details for the Defence Agent – scroll further down the booking form to see this part of the form if necessary.*

- Name
- Email address
- Phone number

The next section of the form allows the Defence Agent to add details for the PIDM.

**Provide additional information**

Please enter the PF case reference number. (optional)

Please enter any additional information you may wish considered in advance. (optional)

Please select your meeting method (optional)

By selecting this box you are confirming that you agree with the COPFS' personal data policy. This can be viewed here. <https://www.copfs.gov.uk/images/Documents/Data%20protection%202018/PrivacyNotice%20-%20COPFS%20Core%20Functions.pdf>

*Complete the details for the PIDM*

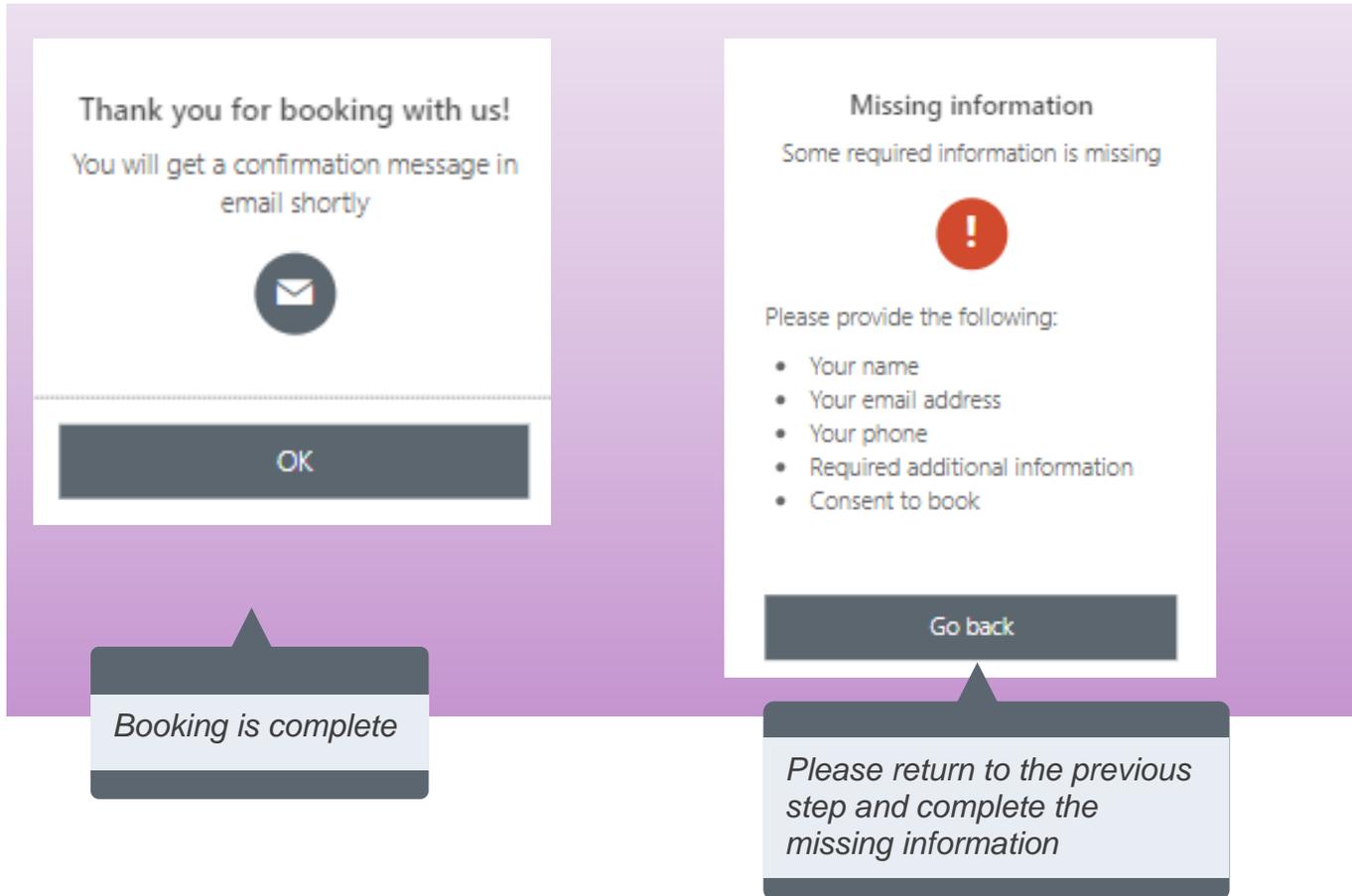
- *PF Case reference number*
- *Additional information*
- *Meeting Method*

*Data usage consent*

*The final part of the form is the data usage consent checkbox. This must be checked before a booking can be made.*

Once the form is complete, click on the Book button at the bottom of the form.

If any required information is missing, a message will be displayed detailing the missing fields.



**Thank you for booking with us!**  
You will get a confirmation message in email shortly



OK

*Booking is complete*

**Missing information**  
Some required information is missing



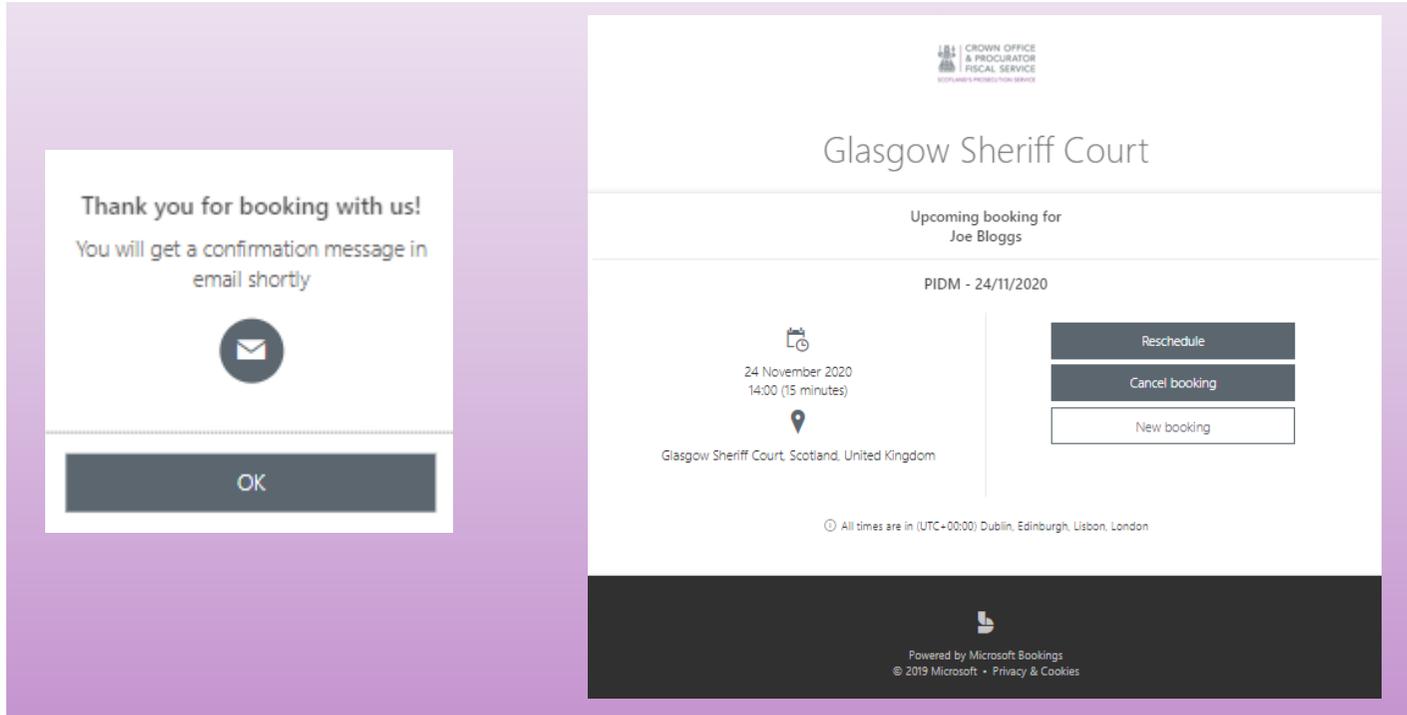
Please provide the following:

- Your name
- Your email address
- Your phone
- Required additional information
- Consent to book

Go back

*Please return to the previous step and complete the missing information*

Once you click OK, a summary of the booking can be seen.

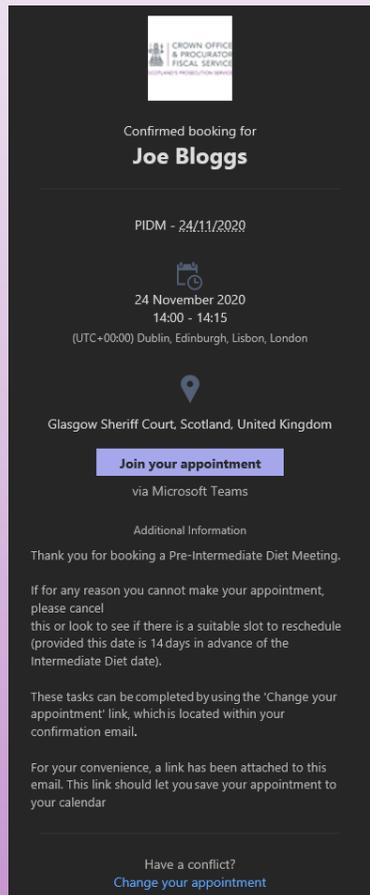


The image shows a confirmation flow. On the left, a modal dialog says "Thank you for booking with us! You will get a confirmation message in email shortly" with an envelope icon and an "OK" button. On the right, a summary page titled "Glasgow Sheriff Court" displays "Upcoming booking for Joe Bloggs" with PIDM - 24/11/2020. The booking is for 24 November 2020 at 14:00 (15 minutes) at Glasgow Sheriff Court, Scotland, United Kingdom. It includes buttons for "Reschedule", "Cancel booking", and "New booking". A footer note states "All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London" and it is powered by Microsoft Bookings.

To create another booking, click on the New booking button and complete the booking form as above.

## Confirmation Email

Having completed the booking, an email confirmation is sent to the email address provided in the booking form as part of the Defence Agent contact details.



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 **booking.ics**  
3.61 KB

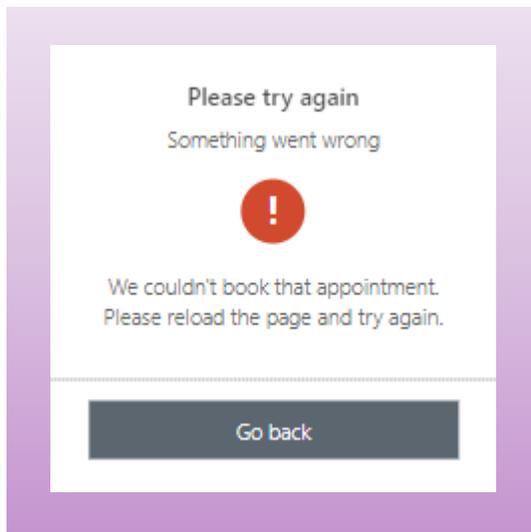
*The email will detail the court, date and time, and include a Teams meeting link.*

*The email will also include a calendar appointment as an attachment. Double click on this to open a calendar event which can be saved into the Defence Agent's calendar.*

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## Error – Something went wrong

For security reasons, the booking form and the booking summary form have a limited time (5 minutes) in which it can be completed. Otherwise the form 'times out'. If so, an error occurs at the point of booking, reschedule or cancellation. If that occurs, the following message is displayed. If this occurs, refresh the form or the summary page and try the action you were trying to perform again.



## Further Assistance

For further assistance please e-mail the COPFS Service Desk or call for urgent technical queries:

servicedesk@copfs.gov.uk  
0300 020 3330



 [www.copfs.gov.uk](http://www.copfs.gov.uk)