



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE



COPFS
INFORMATION
SERVICES
DIVISION

PRE-INTERMEDIATE DIET

Defence Agents Booking Application User Guide

(Logon to Book PIDM App)

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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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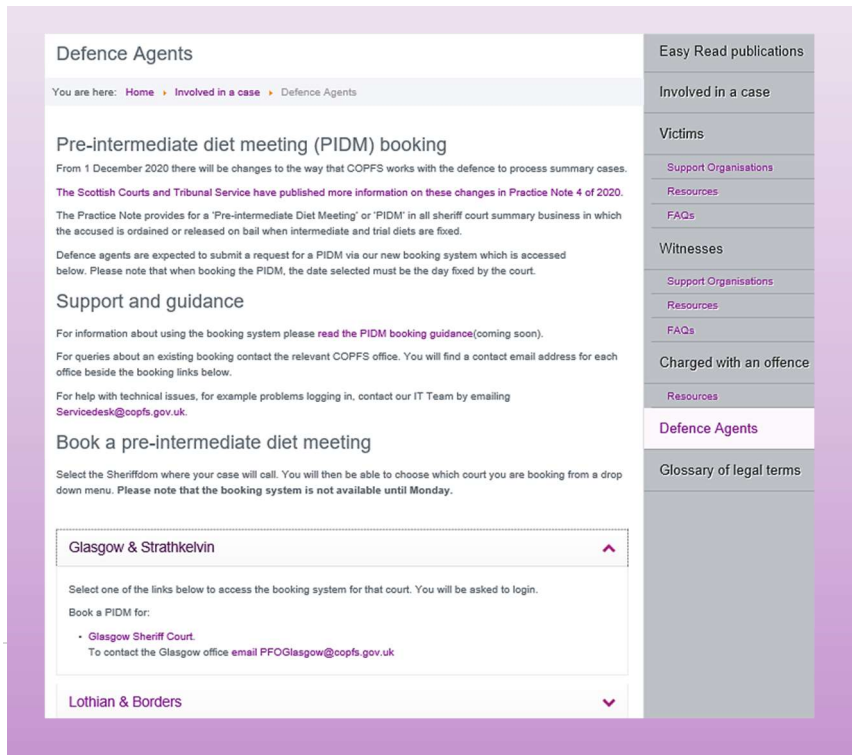
Logging into the PIDM booking application (Standard Log In Process)

The following pages details the log in process.

When logging in to the PIDM Booking App, you should enter the username provided to you by COPFS within the email entitled **NOTE TO DEFENCE AGENTS: Pre-Intermediate Diet Meeting Application: Username Detail**, along with the password you created at initial log-in.

Go to the COPFS website at copfs.gov.uk/PIDM (Tip: add URL to internet favourites for ease of access in the future.)

Select the Sheriffdom and Court.



Defence Agents

You are here: [Home](#) > [Involved in a case](#) > [Defence Agents](#)

Pre-intermediate diet meeting (PIDM) booking

From 1 December 2020 there will be changes to the way that COPFS works with the defence to process summary cases. The Scottish Courts and Tribunal Service have published more information on these changes in Practice Note 4 of 2020. The Practice Note provides for a "Pre-intermediate Diet Meeting" or "PIDM" in all sheriff court summary business in which the accused is ordained or released on bail when intermediate and trial diets are fixed. Defence agents are expected to submit a request for a PIDM via our new booking system which is accessed below. Please note that when booking the PIDM, the date selected must be the day fixed by the court.

Support and guidance

For information about using the booking system please [read the PIDM booking guidance](#)(coming soon). For queries about an existing booking contact the relevant COPFS office. You will find a contact email address for each office beside the booking links below. For help with technical issues, for example problems logging in, contact our IT Team by emailing Servicesdesk@copfs.gov.uk.

Book a pre-intermediate diet meeting

Select the Sheriffdom where your case will call. You will then be able to choose which court you are booking from a drop down menu. Please note that the booking system is not available until Monday.

Glasgow & Strathkelvin

Select one of the links below to access the booking system for that court. You will be asked to login.

Book a PIDM for:

- Glasgow Sheriff Court. To contact the Glasgow office email PF0Glasgow@copfs.gov.uk

Lothian & Borders

Easy Read publications

Involved in a case

Victims

[Support Organisations](#)

[Resources](#)

[FAQs](#)

Witnesses

[Support Organisations](#)

[Resources](#)

[FAQs](#)

Charged with an offence

[Resources](#)

[Defence Agents](#)

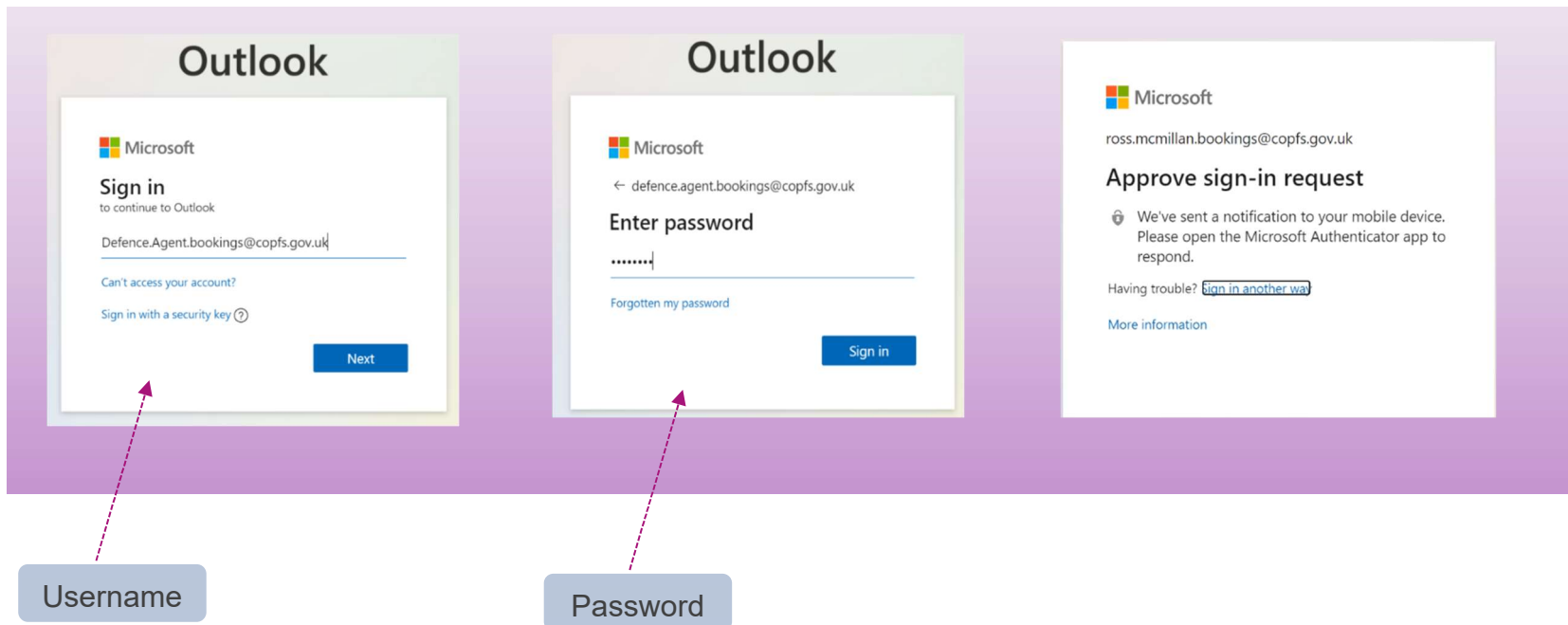
Glossary of legal terms

Select the Sheriffdom then the court where the case is calling for the Subject.

When the relevant Court has been selected, you will be taken to the PIDM Booking App for that Court and will be asked to enter your login details.

Enter the username provided to you by COPFS from **PIDM Bookings**, along with your password, as illustrated below.

*Insert Username, and
Password*



Outlook

Microsoft
Sign in
to continue to Outlook
Defence.Agent.bookings@copfs.gov.uk
Next

Outlook

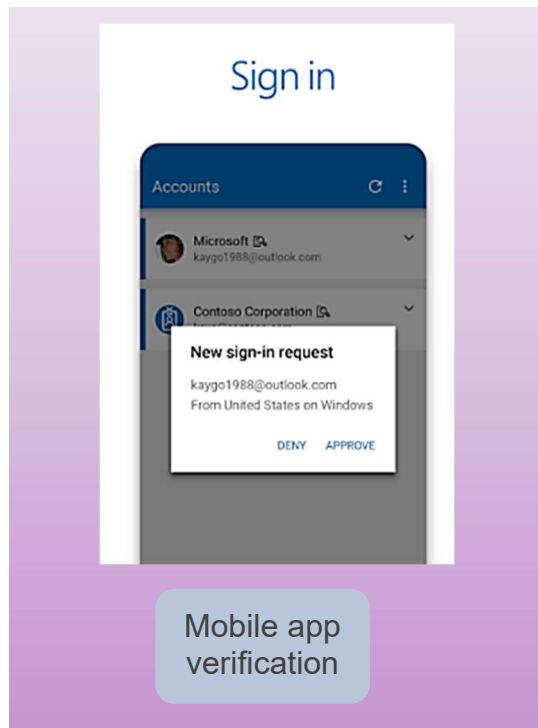
Microsoft
← defence.agent.bookings@copfs.gov.uk
Enter password
.....
Sign in

Microsoft
ross.mcmillan.bookings@copfs.gov.uk
Approve sign-in request
We've sent a notification to your mobile device.
Please open the Microsoft Authenticator app to respond.
Having trouble? [Sign in another way](#)
More information

Username

Password

Your registered mobile device will now be sent a Multi-Factor authentication notification. As shown below.



Multi-factor Authentication maintains security for the user of the service and for COPFS

You will now be entered into the Booking App for the Court where the case for the Subject is calling. You can check this is correct by cross referencing the Court name at the top of the page. As shown in the example below.



The screenshot displays the 'Glasgow Sheriff Court' booking app interface. At the top, the title 'Glasgow Sheriff Court' is centered. Below the title is a section titled 'Select service'. This section contains a list of eight service options, arranged in two columns. Each option includes a PIDM (Public Information Document Number), a date, a court name, a globe icon, an information icon, and a duration of '15 minutes'. The services listed are:

Service Description	Duration
PIDM: 12/04/21 FOR ID COURT 27/04/21	15 minutes
PIDM: 12/04/21 FOR ID COURT 28/04/21	15 minutes
PIDM: 13/04/21 - FOR DOMESTIC ID C...	15 minutes
PIDM: 13/04/21 FOR ID COURT 28/04/21	15 minutes
PIDM: 13/04/21 FOR ID COURT 29/04/21	15 minutes
PIDM: 14/04/21 FOR ID COURT 29/04/...	15 minutes
PIDM: 15/04/21 - FOR DOMESTIC ID C...	15 minutes
PIDM: 15/04/21 FOR ID COURT 03/05/21	15 minutes

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