

Agreed breach summons process

Youth Offending Service Steps

Legal Team Steps

Admin Team Steps

1. Summons is prepared by YOT/YOS in accordance with their guidelines.
2. Once prepared, email must be sent to the ZZHMCTSLONDON_NW/W_SUMMONSES@HMCTS.GSI.GOV.UK secure inbox and include: **you need to send this out of the cjsm account, it won't deliver out of the gcsx account.**
 - a. summons.
 - b. application front sheet (Annex A) you only need to enter the clients name, the rest will be completed by the clerk
 - c. copy of Crown Court Order NB: A copy of the order does not need to be attached for any order made by the Magistrates' Court.
 - d. the name of the receiving court must be added into the subject line of the email.
3. Legal Advisors must check the mailbox daily and consider within 24 hours.
4. The Application Front Sheet should then be completed indicating whether Summonses have been granted or refused.
5. Once considered, the Legal Advisor must **forward** the email back to the YOT / YOS office and the Administration Team at the relevant Hearing Centre using the following email addresses:
 - a. **Hendon and Willesden:** gl-brentmcenq@hmcts.gsi.gov.uk
 - b. **Uxbridge:** gl-uxbridgemcenq@hmcts.gsi.gov.uk
 - c. **Ealing:** gl-ealingmcenq@hmcts.gsi.gov.uk
 - d. **Feltham:** gl-hounslowmcenq@hmcts.gsi.gov.uk
 - e. **Brent YOT:** grp.brentyot@brent.cjsm.net
 - f. **Hillingdon YOS:** grp.hillingdonyos@hillingdon.cjsm.net
 - g. **Barnet YOT:** grp.barnetyot@barnet.cjsm.net
 - h. **Harrow YOT:** grp.harrow-yot@harrow.gov.uk.cjsm.net
 - i. **Ealing YOS:** ealing.courtbreaches@ealing.cjsm.net
 - j. **Hounslow YOS:** grp.hounslowyot@hounslow.cjsm.net

6. Legal Advisor must delete the summonses from the inbox once dealt with.

7. Administrative Teams will then be required to:
 - a. print 1 copy of the summons for the purpose of Case Entry onto Libra.
 - b. prepare a Front Sheet.
 - c. print the completed Application Front Sheet and store in a folder.

8. YOT / YOS should then print and send out the granted summonses in accordance with their guidelines with 24 hours.