



CROWN OFFICE
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FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE



COPFS
INFORMATION
SERVICES
DIVISION

PRE-INTERMEDIATE DIET MEETINGS

Defence Agents Booking Application User Guide

(How to attend a PIDM Video Call using MS Teams)

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INTRODUCTION

The Crown has created an electronic booking application to facilitate Pre-Intermediate Diets. Agents and their staff will be able to book and manage slots for their cases.

The information that follows provides further details and comprehensive Guidance Notes for access to the app for defence agents and their staff.

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 attend a PIDM using Video Call (MS Teams)

This guidance details how to attend a PIDM using the Video Call method. For information regarding how to book a PIDM please see the guides located on copfs.gov.uk/PIDM.

Microsoft Teams is the web application/client used to facilitate the PIDM Video Call. Note – if you are using an Apple iPhone/iPad to attend a PIDM, then you are required to complete the following steps in advance of attending the PIDM:

- install the free Microsoft Teams client by clicking this [link](#).
- pre-register for a free Microsoft Teams account by clicking this [link](#).

You will then be able to access your personal calendar, select 'Show All Notes' and then select the link which is called 'Join Teams Meeting'. Note – after installing/registering Teams you will not be required to complete these prerequisite steps for attending future PIDMs.

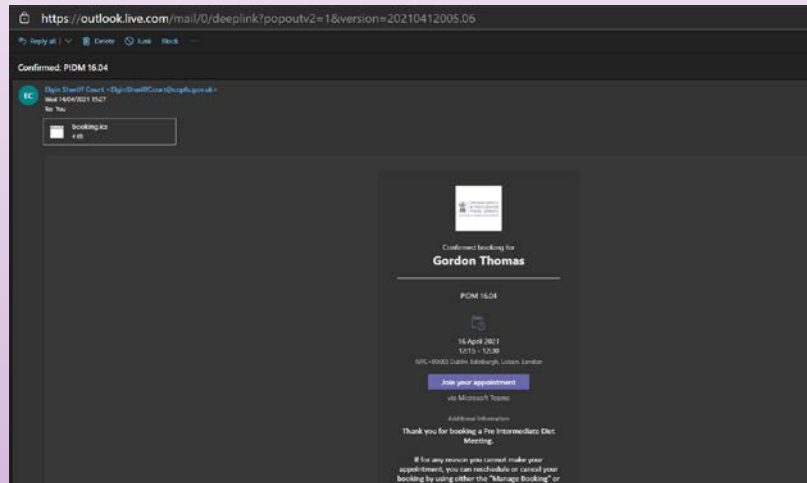
You can then join the Video Call via the link in your saved calendar invitation

- Join via the link in the booking confirmation e-mail.
- Join via the link in your saved calendar invitation.

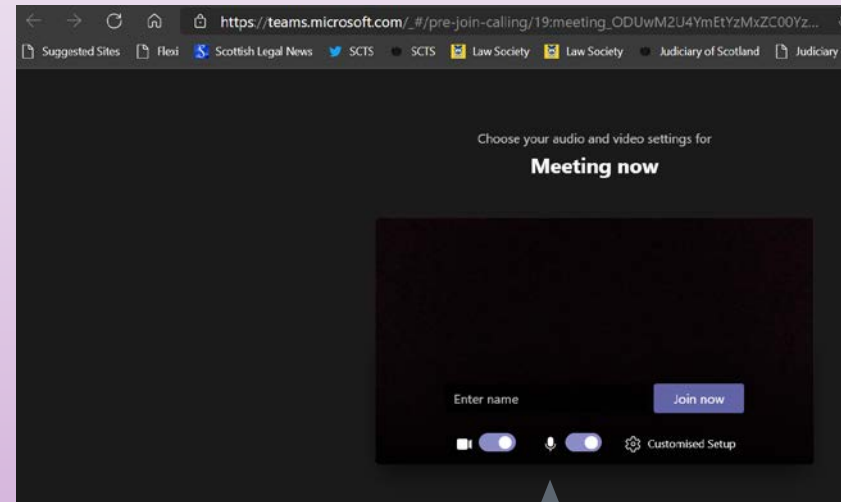
Join via the link in the confirmation e-mail invitation

Once you make the PIDM booking, please complete the following steps:

01. Open your booking confirmation e-mail which has the subject name aligned to the booked PIDM, for example 'PIDM 09-09-2021 for ID 23-09-2021 for Defence Agent's Name'
02. At the bottom of the confirmation e-mail there is a 'Click here to join the meeting' link. Click this link and a new browser will automatically open with the Microsoft Teams website.
03. You will be prompted by Teams to Allow/Block your Microphone and Camera. Click Allow.
04. Click 'Join now'.



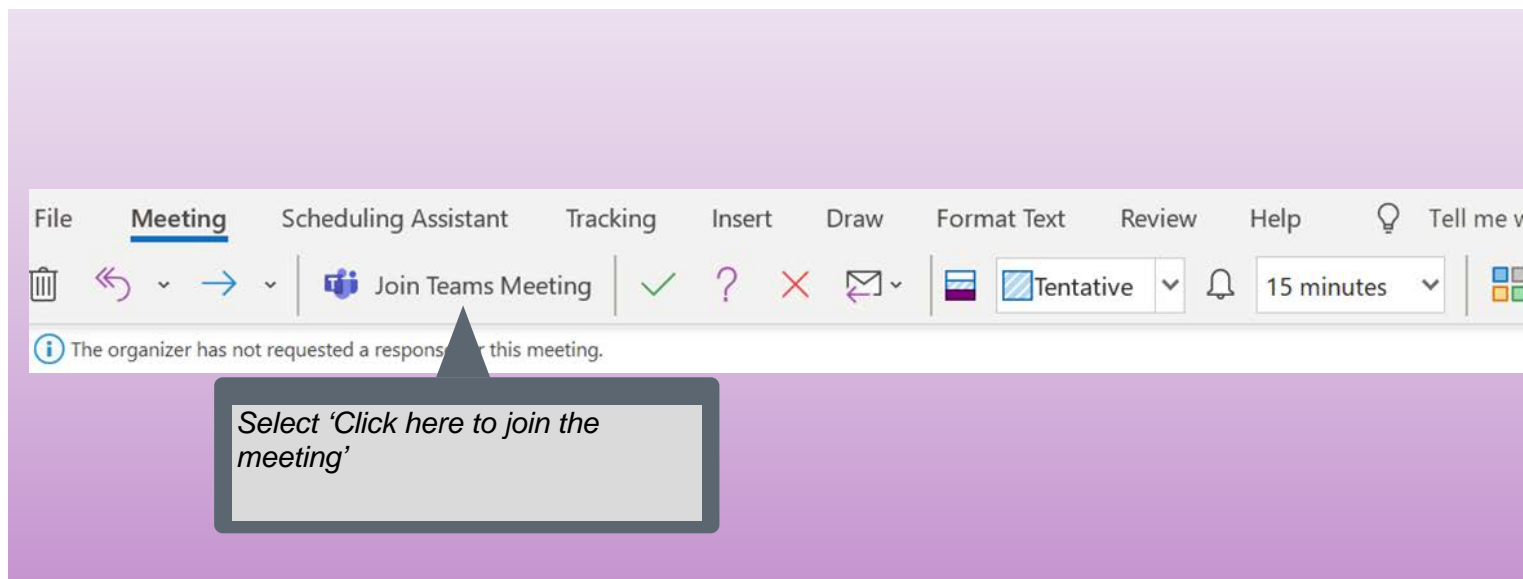
*Open your PIDM confirmation e-mail.
Click 'Join your appointment.'*



*Enable Microphone and Camera.
Enter your name.
Click 'Join now.'*

Join via the link in the original calendar invitation

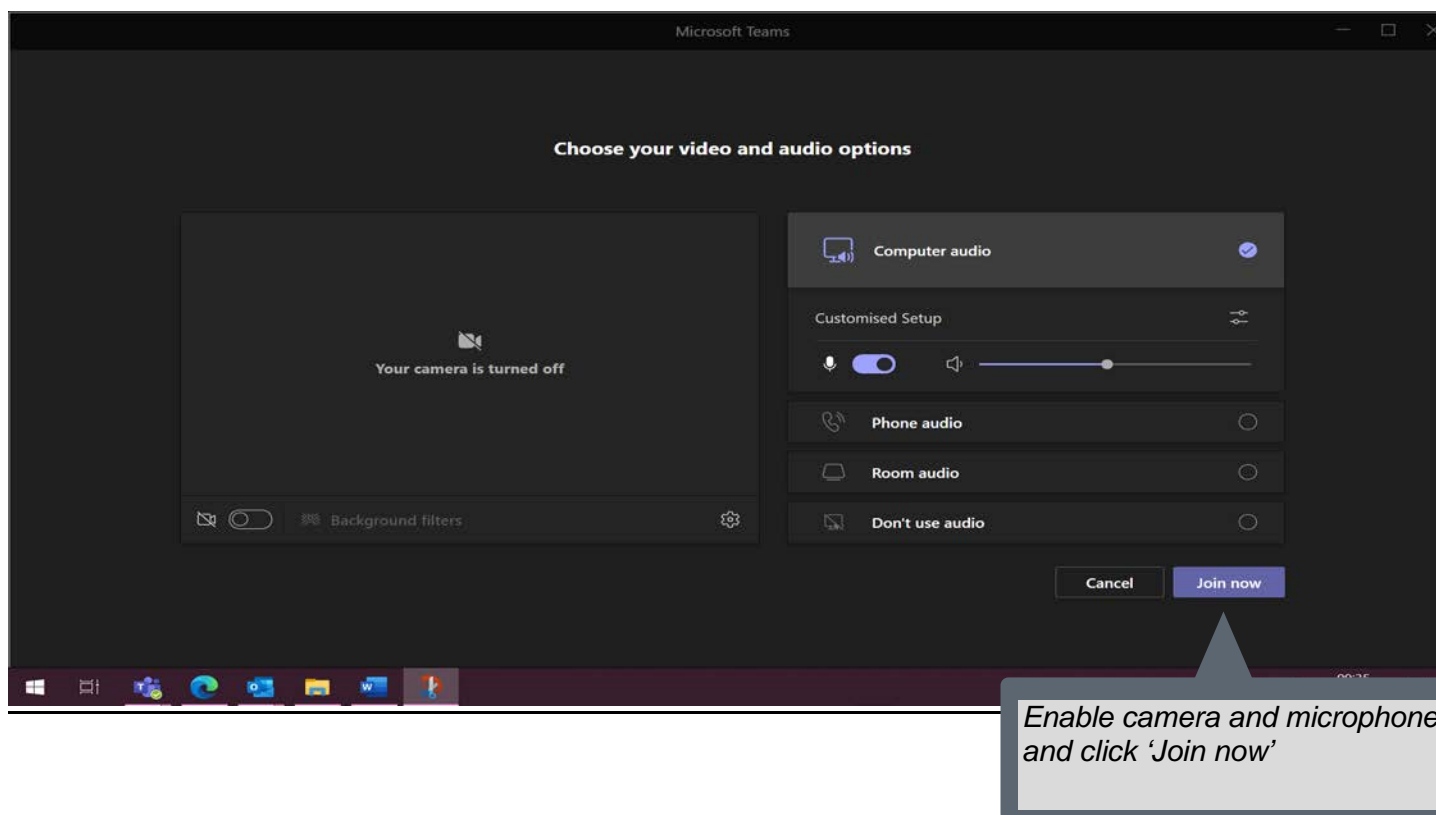
01. You will have received a calendar meeting for PIDM's booked which will have a subject name aligned to the booked PIDM, for example 'PIDM_08-09-2021 for ID 22-09-2021'
02. On your calendar open the calendar entry for the PIDM date and time. At the top of the screen, on the second row there will be an option for 'join Teams Meeting', as below. Click on this



03. Teams will launch and will allow you to update the following settings:

- a. Enable Camera
- b. Enable Microphone

04. Click 'Join now'.



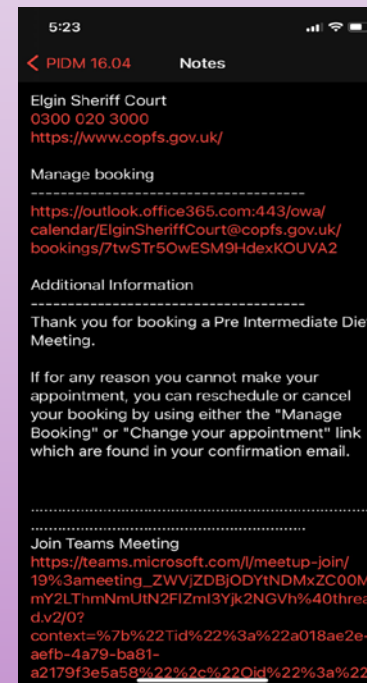
Required steps if attending using an Apple iPhone/iPad.

If you are using an Apple iPhone/iPad to attend a PIDM, then you are required to complete the following steps in advance of attending the PIDM. After installing/registering Teams you will not be required to complete these steps for attending future PIDMs.

- install the free Microsoft Teams client by clicking this [link](#).
- pre-register for a free Microsoft Teams account by clicking this [link](#).



Select 'Show All Notes'.



Select 'Join Teams Meeting'

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