



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)

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INTRODUCTION

The Crown has created an electronic booking service to facilitate Pre Intermediate Diet Meetings. 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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Logging into DAS

The following pages detail the Defence Agent Service (DAS) log in process, which will allow you to access the PIDM Booking Service.

1. To log in, you should open a private browsing session and depending on what browser/device you are using, the instruction set for opening a private browser session may vary – see the table below for details.

Desktop Browsers

Microsoft Edge	01. Right click your MS Edge browser icon. 02. Click new InPrivate window.
Apple Safari	01. Right click your Apple Safari browser icon. 02. Click new Private window.
Google Chrome	01. Right click your Google Chrome browser icon. 02. Click new Incognito window.
Mozilla Firefox	01. Right click your Mozilla Firefox browser icon. 02. Click new Private window.
Opera	01. Open the Opera browser. 02. Select the O in the top-left corner of Opera. 03. Choose new private window.

Mobile/Tablet (Apple)

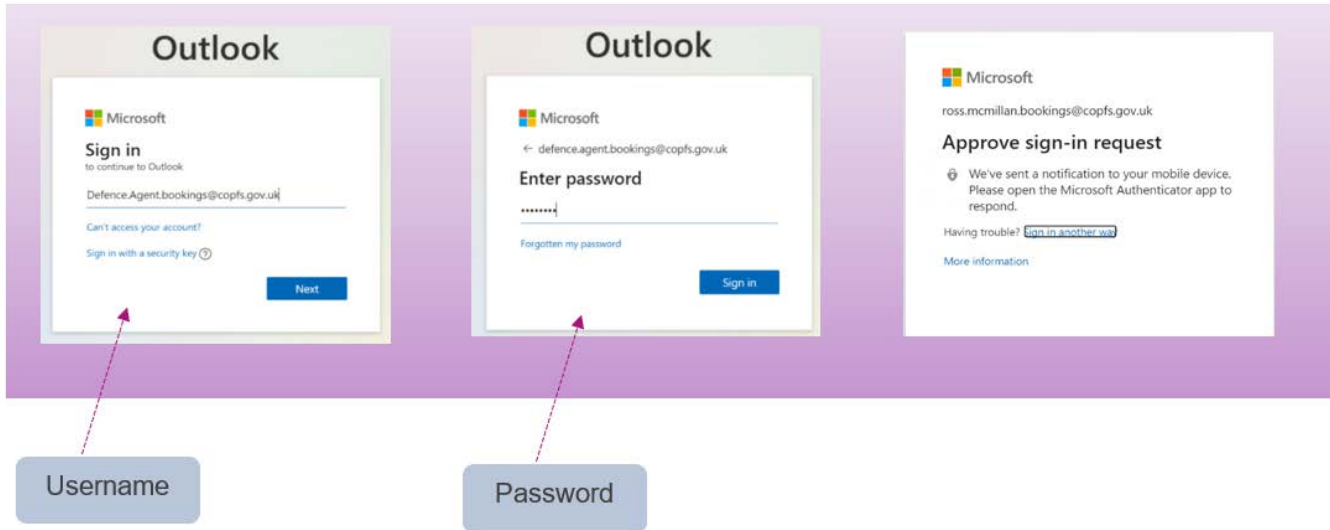
Microsoft Edge	<ol style="list-style-type: none"> 01. Open the Microsoft Edge browser on your Apple iPhone or iPad. 02. Tap the icon with three dots at the bottom-right corner of the screen. 03. Tap the New InPrivate tab option.
Apple Safari	<ol style="list-style-type: none"> 01. Open Safari on your Apple iPhone or iPad. 02. Tap the two-square icon in the bottom right corner to open your browser tabs. 03. Tap the "Tab" button at the bottom. 04. Tap Private from the pop-up menu. 05. Tap the + icon in the bottom right corner.
Google Chrome	<ol style="list-style-type: none"> 01. Open the Chrome on your Apple iPhone or iPad. 02. Tap on right top chrome menu 03. Tap New Incognito Tab.
Mozilla Firefox	<ol style="list-style-type: none"> 01. Open Mozilla Firefox on your Apple iPhone or iPad. 02. Tap the tab icon at the bottom of the screen. 03. Tap the mask button at the bottom left of the screen to switch to Private Browsing. The mask will turn purple when you've entered Private Browsing. 04. Tap the + icon to open a new Private Tab.
Opera	<ol style="list-style-type: none"> 01. Open Opera on your Apple iPhone or iPad. 02. Tap the 3 vertical dots. 03. Tap Private mode.

Mobile/Tablet (Android)

Microsoft Edge	<ol style="list-style-type: none">01. Open the Microsoft Edge browser on your Android mobile or tablet.02. Tap the three-dot button in the centre of the navigation bar at the bottom of the screen.03. Tap New InPrivate tab.
Google Chrome	<ol style="list-style-type: none">01. Open the Microsoft Edge browser on your Android mobile or tablet.02. To the right of the address bar, tap More.03. Tap New Incognito tab.
Mozilla Firefox	<ol style="list-style-type: none">01. Open the Mozilla Firefox browser on your Android mobile or tablet.02. On the Firefox home screen, tap the mask button.
Opera	<ol style="list-style-type: none">01. Open Opera on your Android mobile or tablet.02. Tap the 3 vertical dots.03. Tap Private mode.

2. Navigate to <https://das.copfs.gov.uk/>.

3. Enter the username provided to you by COPFS, along with your password.

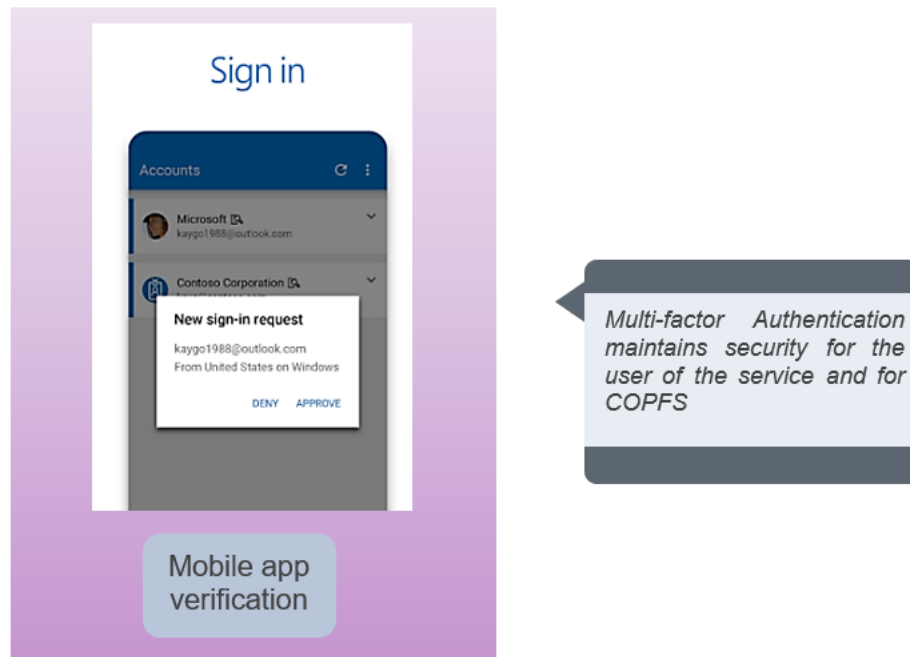


The diagram illustrates the Outlook sign-in process in three stages:

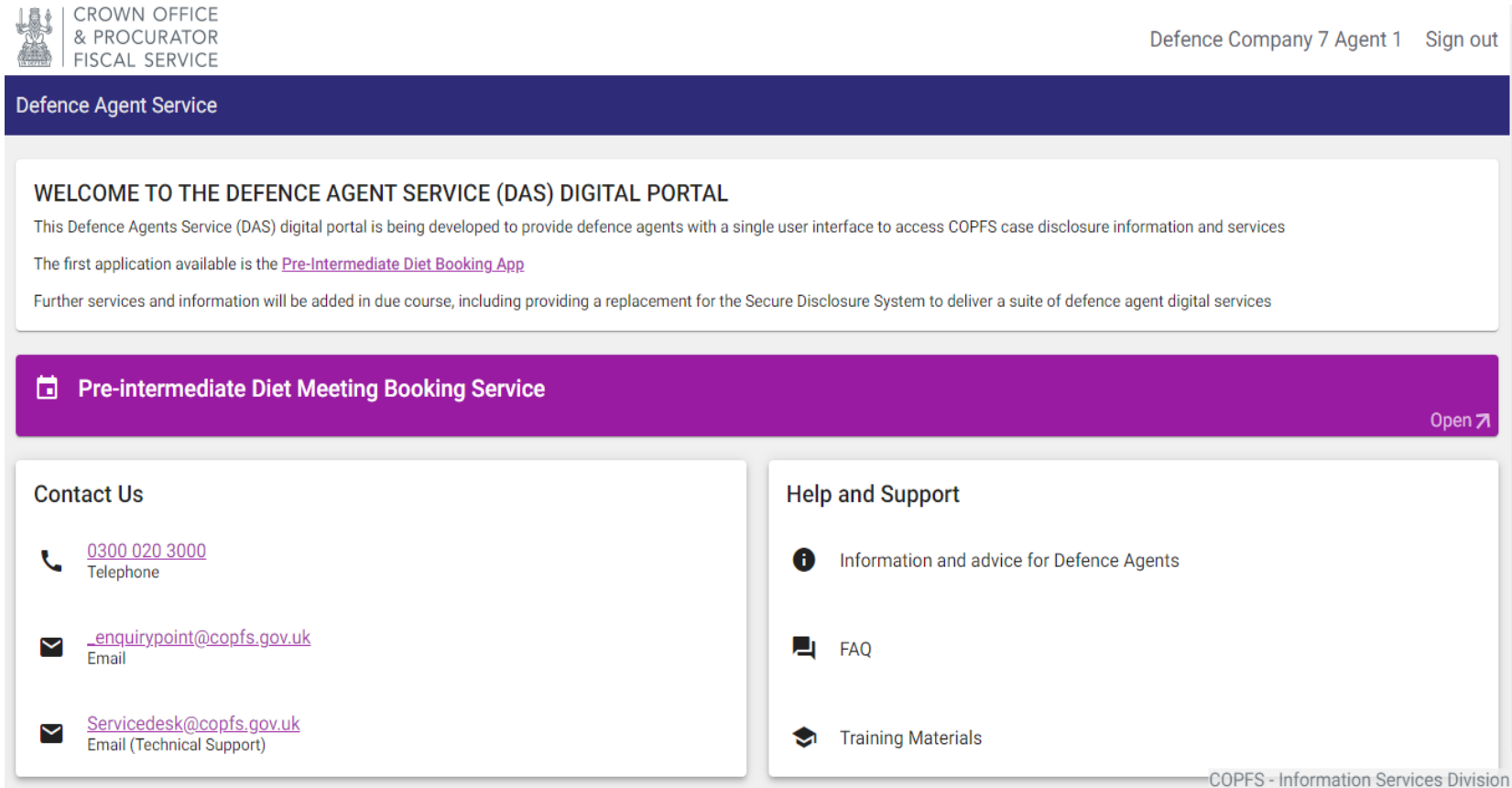
- Outlook Sign in:** The user enters the email address `Defence.Agent.bookings@copfs.gov.uk` in the "Sign in" field. A "Next" button is visible at the bottom right.
- Outlook Enter password:** The user enters their password in the "Enter password" field. A "Sign in" button is visible at the bottom right.
- Microsoft Approve sign-in request:** The user receives a notification on their mobile device to open the Microsoft Authenticator app. A "Sign in another way" link is provided for users with trouble.

Labels "Username" and "Password" are placed below the first two screenshots, with dashed arrows pointing to the respective input fields.

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



5. You will be directed to the DAS homepage. From here, select Pre-intermediate Diet Meeting Booking Service (PIDM).



The screenshot shows the homepage of the Defence Agent Service (DAS) digital portal. At the top left is the logo for the Crown Office & Procurator Fiscal Service. At the top right, it says "Defence Company 7 Agent 1" and "Sign out". Below the header is a dark blue bar with the text "Defence Agent Service". The main content area has a white background with a heading "WELCOME TO THE DEFENCE AGENT SERVICE (DAS) DIGITAL PORTAL". Below this heading, there is a paragraph stating that the portal is being developed to provide a single user interface for defence agents to access COPFS case disclosure information and services. It also mentions that the first application available is the "Pre-Intermediate Diet Booking App" and that further services will be added in due course. A prominent purple bar highlights the "Pre-intermediate Diet Meeting Booking Service" with a calendar icon and an "Open" link with an external icon. Below this are two columns of information: "Contact Us" with telephone and email details, and "Help and Support" with links for information, FAQ, and training materials. The footer of the page reads "COPFS - Information Services Division".

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Defence Company 7 Agent 1 Sign out


Defence Agent Service

WELCOME TO THE DEFENCE AGENT SERVICE (DAS) DIGITAL PORTAL


This Defence Agents Service (DAS) digital portal is being developed to provide defence agents with a single user interface to access COPFS case disclosure information and services


The first application available is the [Pre-Intermediate Diet Booking App](#)


Further services and information will be added in due course, including providing a replacement for the Secure Disclosure System to deliver a suite of defence agent digital services

 **Pre-intermediate Diet Meeting Booking Service** [Open](#)




Contact Us

 [0300 020 3000](tel:03000203000)
Telephone

 _enquiry@copfs.gov.uk
Email


 Service@copfs.gov.uk
Email (Technical Support)

Help and Support

-  Information and advice for Defence Agents
-  FAQ
-  Training Materials

COPFS - Information Services Division

6. The first time you log in to the Booking Service you will be asked to confirm the E-mail Address (**any information in relation to your booking will be directed to this email address**) and Telephone Number which you wish to use for your PIDM contact details:

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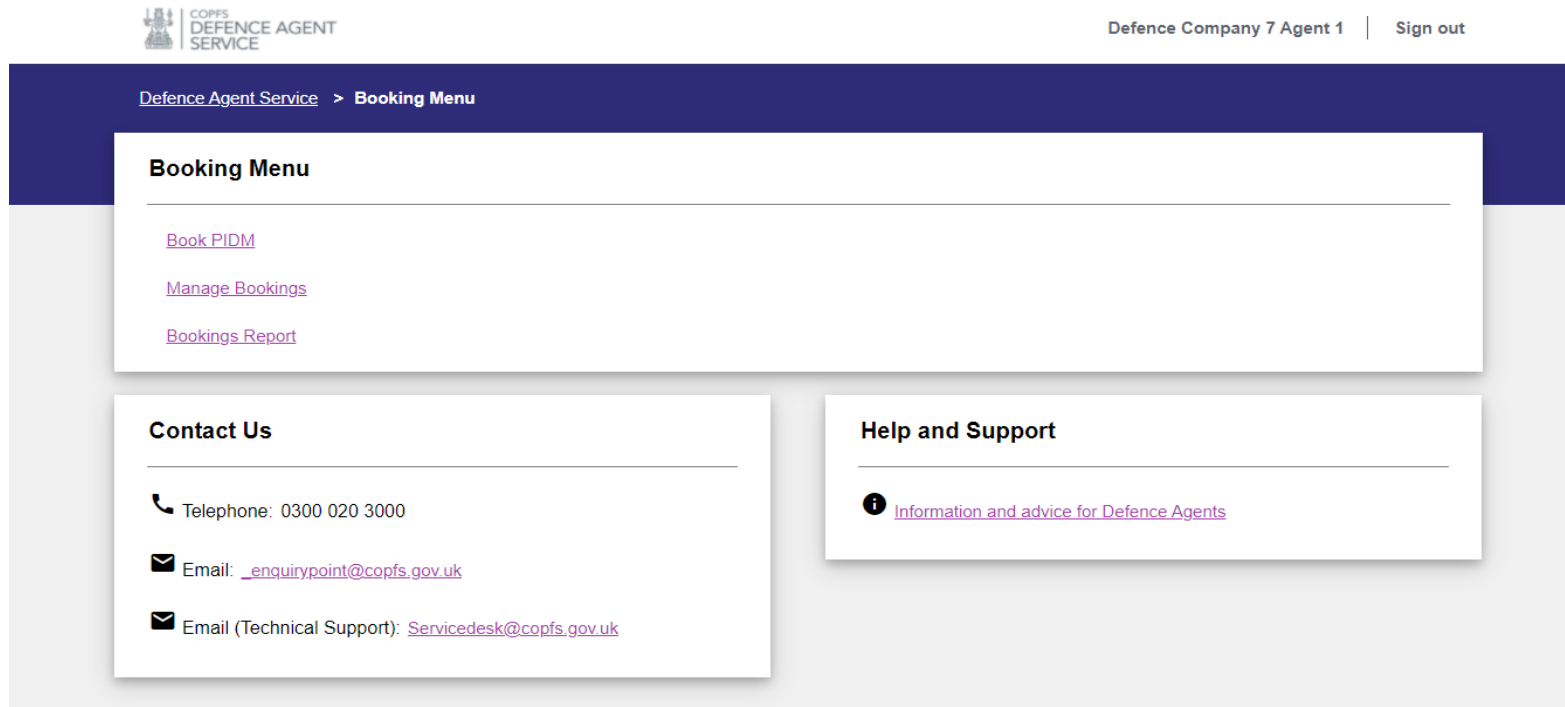
Defence Company 7 Manager 1 | Sign out

[Defence Agent Service](#) > [Booking Menu](#) > [Profile Details](#)

Please confirm your email address and telephone number

First Name	<input type="text" value="Defence"/>	Last Name	<input type="text" value="Company 7 Manager 1"/>
Firm Name	<input type="text" value="Company 7"/>	Role	<input type="text" value="Non Legal Staff Member"/>
Email Address (PIDM) *	<input type="text" value="DefenceCo7.Manager.bookings@copfs.gov.uk"/>	Telephone Number (PIDM) *	<input type="text"/>

7. You will then be directed to the Booking Menu:



The screenshot shows a web interface for the Defence Agent Service. At the top left is the logo for COPFS DEFENCE AGENT SERVICE. At the top right, it displays the user's identity as 'Defence Company 7 Agent 1' and a 'Sign out' link. Below the header is a dark blue navigation bar with the text 'Defence Agent Service > Booking Menu'. The main content area is divided into three sections: 1. 'Booking Menu' with links for 'Book PIDM', 'Manage Bookings', and 'Bookings Report'. 2. 'Contact Us' with contact details: Telephone: 0300 020 3000, Email: enquirypoint@copfs.gov.uk, and Email (Technical Support): ServiceDesk@copfs.gov.uk. 3. 'Help and Support' with a link for 'Information and advice for Defence Agents'.

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



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