

## Frequently asked questions

### Can I still view my served disclosure if it is deemed as 'sensitive'?

Once we have sifted through your served disclosure we will then decide if the material is deemed sensitive or non sensitive. If you have non-sensitive material we will issue you an in cell laptop for you to view at your own convenience. Any material deemed sensitive will be loaded onto a secure laptop, which you will not be permitted to have in your personal possession.

### Where can I view my sensitive disclosure?

You will be able to view your sensitive material on an A2DE Laptop on your own in a secure environment, which will be in a legal visits room.

You cannot take this laptop to court, visits or back to your cell, You can book your viewings by sending a General application to the Access To Digital Evidence department, requesting the dates you wish to view your secure laptop.

This is your responsibility, A2DE will then book the dates requested if available.

You may also view it with your legal team on a booked legal visit.

SECURE LAPTOPS ARE NOT PERMITTED IN POSSESSION

YOU ARE NOT PERMITTED TO TAKE THE SECURE LAPTOP TO COURT

### If my trial has already started can I still apply?

**Yes-** you can still apply for an Access To Digital Evidence laptop if a large amount of electronic material has been served during your trial, and can not be viewed without A2DE.

### I have an active appeal, can I apply?

**Yes-** you can apply providing you have an appeal number, but we would need more information as to what you are appealing against, to determine if you would be entitled to an in cell laptop.

### Can I take my in – cell laptop to court with me?

**Yes-** you will be allowed to take your in – cell laptop to court with you, and to a legal visit to view with your legal team.

### What if I am transferred?

You will not be able to take your laptop to another establishment.

Upon arrival at your new prison it is your responsibility to submit an application informing staff that you had an Access To Digital Evidence laptop whilst at Belmarsh and you still require it for your trial. They will then contact us and we will arrange to have the hard drive containing all of your evidence sent on to your



# HM PRISON SERVICE

## Public Sector Prisons





### **What is an Access To Digital Evidence laptop?**

If you have a large quantity of complex or digitally served disclosure material, the use of an Access To Digital Evidence laptop will allow you to view this in order for you to prepare for your trial.

### **Can I apply for an Access To Digital Evidence laptop?**

**Yes** – Anybody is entitled to apply for a laptop, however an application does not automatically guarantee that you will be issued with one. The information that you and your solicitor provide us with will determine our decision.

### **What are the criteria for an Access To Digital Evidence Laptop?**

A decision will be made based on the complexity and volume of evidence being served in your trial. All Access To Digital Evidence applications are assessed on a case-by-case basis.

### **Your Application may not be approved if:**

- You wish to use the laptop to type letters or make annotations for your trial or personal defense.
- Edit, change or save the contents of served documents in any way.
- You want to use the laptop purely to view video evidence or to just listen to audio evidence.
- You want to use it for educational or any other purpose.

### **If you think that you could be eligible, please follow the steps below:**

1. Send a general application directly to the Access To Digital Evidence department requesting the use of an A2DE laptop.
2. When we receive your general application we will send you an ANNEX A, this must be completed in full and returned to our office in a timely manner.
3. When we receive the completed ANNEX A we will contact your solicitors requesting a case summary, a list of exhibits and any other information required.
4. Once we receive this information from your solicitor, we will be able to make a decision as to whether you fit the criteria or not. We will then inform both you and your solicitor in writing.
5. If your application is successful we will request that all of your evidence is sent to us, we will then sift and load the evidence onto an A2DE laptop. A member of the A2DE team will come and issue you with your laptop and explain its use. You will also be required to sign a compact for its use.
6. The laptop will stay in your possession until your trial has finished or you inform us that you no longer require it.