

HMCTS Single Justice Service

Post Court Options form

The Post Court Options form (PCOF) combines all post court processes into a singular form, which allows the defendant to easily request action on their case.

When to use this service

If a defendant is unhappy with the decision made by the Magistrates' Court, there are various options they can pursue.

These are known as 'Post Court' processes and can be split into five categories:

- Requesting a Statutory Declaration
- Request to reopen a case
- Request to appeal a verdict
- Request for more time to pay
- Request a fines review



For additional information or support on this new service, email network@wearegroup.com

Key Information

HMCTS are changing the way they support those who are unhappy with a decision made. This change will provide courts with better information and help them deal with applications more effectively.

When delivering the service

All users should be treated **fairly** and **equally** regardless of whether they have been found guilty of an offence.



Be Patient



Listen Carefully



Show Compassion



Recognise Distress



Refer and Signpost Appropriately

Users cannot be given suggestions on what they should do, but they can be given explanations of different options and additional information, so they can make an informed choice.

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