



The Simple Procedure Lay Representation Form

This is the Lay Representation Form. You must complete it if you are acting as a lay representative in a simple procedure case.

Before completing this form, you should read Part 2 of the Simple Procedure Rules, which is about lay representation.

If you are representing a party throughout a simple procedure case, you must complete this form and send it to the court with the Claim Form or the Response Form.

Otherwise, if you are representing a person only during a particular discussion or hearing in a simple procedure case, you must complete this form and give it to the sheriff clerk in person at court.

If you are representing an individual, you must complete Parts A to C. If you are representing a company, limited liability partnership, partnership or unincorporated association, you must also complete Part D.

A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number (if
known)

B. ABOUT YOU

B1. What is your full name?

Name

Middle name

Surname

B2. Are you from an advice or advocacy organisation?

① A lay representative may be a family member or friend, may be someone from an advice or advocacy organisation, or may be someone else.

Yes

No

B3. If you have answered 'Yes', which organisation are you from?

Name of organisation

B4. Are you representing a non-natural person?

① A non-natural person is a company, limited liability partnership, partnership or unincorporated association.

① If you are representing a non-natural person, then as well as completing part C, you must also complete part D.

Yes

No

C. DECLARATIONS

① To comply with simple procedure rules, and so that the sheriff can decide if you are a suitable person to act as a lay representative, you must complete this section.

① Tick the box next to each declaration that applies to you and complete any sections that apply to you.

I am authorised by the person to conduct these proceedings.

I am not receiving and will not receive from the person I represent any remuneration, whether directly or indirectly, for acting as a lay representative.

I accept that documents and information are provided to me by the parties on a confidential basis and I undertake to keep them confidential.

I have not been declared a vexatious litigant under the Vexatious Litigants (Scotland) Act 1898.

I was declared a vexatious litigant on:

I have no financial interest in the outcome of this case.

- I have the following financial interest in the outcome of this case:

D. ADDITIONAL DECLARATIONS: REPRESENTING A NON-NATURAL PERSON

- ① If you selected 'Yes' at B4, you must complete this Part, so that the sheriff can decide if you are a suitable person to act as a lay representative.
- ① Tick the box next to each declaration that applies to you and complete any sections that apply to you.

- The relevant position I hold with the non-natural person is:

- My responsibilities do not consist wholly or mainly of conducting legal proceedings on behalf of the non-natural person or another person.
- I do not have a personal interest in the subject matter of the proceedings.

Signature

Date