



FORM 3E

# The Simple Procedure Change of Timetable Application

This is a Change of Timetable Application. You can use this Application to ask to change the timetable in a simple procedure case, including:

- changing the last date for service, or
- changing the last date for a response.

Before completing this form, you should read rule 3.13 of the Simple Procedure Rules, which is about how to apply for a change of timetable.

## A. ABOUT THE CASE

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Sheriff Court

Claimant

Respondent

Case reference number

## B. ABOUT YOU

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### B1. What is your full name?

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Name

Middle name

Surname

Trading name or  
representative capacity (if  
any)

**B2. Which party in this case are you?**

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- Claimant
- Respondent

**C. THE APPLICATION**

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**C1. Why does the timetable for this case need to be changed?**

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- ① Set out why the original timetable for this case can no longer be complied with (e.g. because of difficulties with service).

**C2. What new timetable would allow this case to progress?**

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- ① Set out your suggestion for new dates which would allow this case to progress (e.g. how long do you think it will take you to formally serve something?).