



The Simple Procedure Time to Pay Notice

The respondent has admitted the claim you made against them and applied to the court for time to pay the sum of money which you claimed.

A copy of the Time to Pay Application is attached.

Before completing this form, you should read Part 5 of the Simple Procedure Rules, which is about asking for time to pay.

You must send this Time to Pay Notice back to the court within 2 weeks after the Time to Pay Application is sent or else the court will dismiss your claim.

A. ABOUT THE CASE

Sheriff Court

Name of claimant

Name of respondent

Case reference number

Date of notice

B. ABOUT YOU

 This is so that the court knows who you are.

B1. What is your full name?

Name

Middle name

Surname

Trading name or
representative capacity (if
any)

C. YOUR RESPONSE

- ① This will assist the court in deciding whether or not to grant the respondent time to pay.

C1. How do you respond to the Time to Pay Application?

- ① Set out whether you are content or not for the court to give the respondent time to pay the sum of money in your claim.
- I am **content** with the proposal for time to pay.
- I am **not content** with the proposal for time to pay.