



S01

# The Simple Procedure Order of the Sheriff

Response Form received: ordering a case management discussion

This is an order of the sheriff in a case which you are a party in. You should **read it** and **follow it**.

You should also read Part 8 of the Simple Procedure Rules, which is about orders of the sheriff.

<b>Sheriff Court:</b>	<input type="text"/>
<b>Date of order:</b>	<input type="text"/>
<b>Claimant:</b>	<input type="text"/>
<b>Respondent:</b>	<input type="text"/>
<b>Case reference number:</b>	<input type="text"/>

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The respondent has indicated to the court that this claim will be disputed.

The sheriff has considered the Claim Form and the Response Form and has **given the following orders:-**

## **Settlement and negotiation**

The claimant and the respondent are **encouraged** to contact each other to seek to settle the case or to narrow the issues in dispute, **before** the case management discussion. If the case is settled before the case management discussion date then the parties must contact the court immediately.

## **Case management discussion**

The sheriff would like to discuss this case with **both parties** before ordering a formal court hearing. Both parties are therefore **ordered** to attend a case management discussion in the sheriff court.

The purpose of a case management discussion is to allow the sheriff to discuss the claim and response with both parties and to clarify any concerns which the sheriff has. At the case management discussion, the sheriff will also discuss with both parties their attitudes to negotiation and alternative dispute resolution.

At the case management discussion, the sheriff will give both parties orders in person arranging a hearing at which the case will be considered and their dispute resolved. The sheriff may make a decision at a case management discussion.

### **Clarification**

The claimant is **ordered** to write to the court and to the respondent at least **14 days** before the date of the case management conference to clarify these issues:

The respondent is **ordered** to write to the court and to the claimant at least **14 days** before the date of the case management conference to clarify these issues:

### **Documents and other evidence**

The claimant is **ordered** to bring the following documents or other evidence to the case management discussion:

The respondent is **ordered** to bring the following documents or other evidence to the case management discussion:

**Date**

Both parties are **ordered** to attend a case management discussion at  
on \_\_\_\_\_ at \_\_\_\_\_. Both parties should arrive in  
good time at the sheriff court building.

At the case management discussion, the sheriff expects both parties to be prepared  
to discuss the case and to have an open and constructive attitude to the possibility of  
negotiation or alternative dispute resolution.

**Signed by:**

Sheriff of [sheriffdom] at [sheriff court]