



S012

The Simple Procedure Order of the Sheriff

Ordering an expenses hearing

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.

Sheriff Court:

Date of order:

Claimant:

Respondent:

Case reference number:

The sheriff has decided the case and is going to make an order about expenses. The sheriff has **given the following orders**:-

Account of expenses

The sheriff orders the [claimant / respondent] to send an account of expenses to the court and to the other party by [4 weeks before the expenses hearing].

Assessment of expenses

The sheriff orders the sheriff clerk to assess that account of expenses and send both parties a notice of that assessment by [2 weeks before the expenses hearing].

Expenses hearing

The sheriff orders both parties are **ordered** to attend an expenses hearing at

on at .

Both parties should arrive in good time at the sheriff court building.

If either party does not intend to challenge the assessment of expenses made by the sheriff clerk, they should contact the sheriff clerk by [before the expenses hearing].

A failure to attend the expenses hearing will be considered an acceptance of the expenses as assessed by the sheriff clerk.

Signed by:

Sheriff of [sheriffdom] at [sheriff court]