



S02

# The Simple Procedure Order of the Sheriff

Response Form received: ordering a 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.

<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 hearing date. If the case is settled before the hearing date then the parties must contact the court immediately.

### **Documents and other evidence**

The sheriff has considered the evidence and other documents which the claimant thinks would support the claim.

The claimant is **ordered to also** lodge the following documents or other evidence at least 14 days before the hearing date, as the sheriff considers them necessary to support their claim:

The claimant is **ordered** not to lodge the following documents or other evidence, as the sheriff considers them unnecessary to support the claim:

The sheriff has considered the evidence and other documents which the respondent thinks would support the response.

The respondent is **ordered** to **also** lodge the following documents or other evidence at least 14 days before the hearing date, as the sheriff considers them necessary to support their response:

The respondent is **ordered** not to lodge the following documents or other evidence, as the sheriff considers them unnecessary to support the response:

Both parties are **ordered** to bring two copies of every document that is lodged to the hearing.

**Clarification**

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

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

**Hearing Date**

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

At this hearing, the sheriff will expect both parties to be prepared to argue their case in full. Both parties should be aware that the sheriff may make a decision in their case even if they are not fully prepared to argue their case.

The case may be decided or dismissed in the absence of a party, if that party fails to attend the hearing.

**Signed by:**

Sheriff of [sheriffdom] at [sheriff court]