



SO4

The Simple Procedure Order of the Sheriff

Response Form received: making a decision without 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.

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

The sheriff sent the parties written orders stating that the sheriff was considering making a decision in this case without a hearing.

The sheriff has considered the responses received [*or no responses were received*] 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. If the case is settled before the date on which the sheriff intends to make a decision (below) then the parties must contact the court immediately.

A decision without a hearing

The sheriff has decided to make a decision in this case without a hearing.

The sheriff will make this decision on

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:

Notes of argument

Parties are **ordered** to send the court notes of argument at least 14 days before the decision date. These notes should set out any legal points which they wish to make to the sheriff and should comment on any aspect of the evidence which they wish the sheriff to consider.

Documents and other evidence

Documents and other evidence may be lodged by sending copies to the sheriff clerk.

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

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

Both parties should be aware that the sheriff may make a decision in this case on even if they do not follow the orders above.

Signed by:

Sheriff of [sheriffdom] at [sheriff court]