



NEW CIVIL ONLINE PORTAL

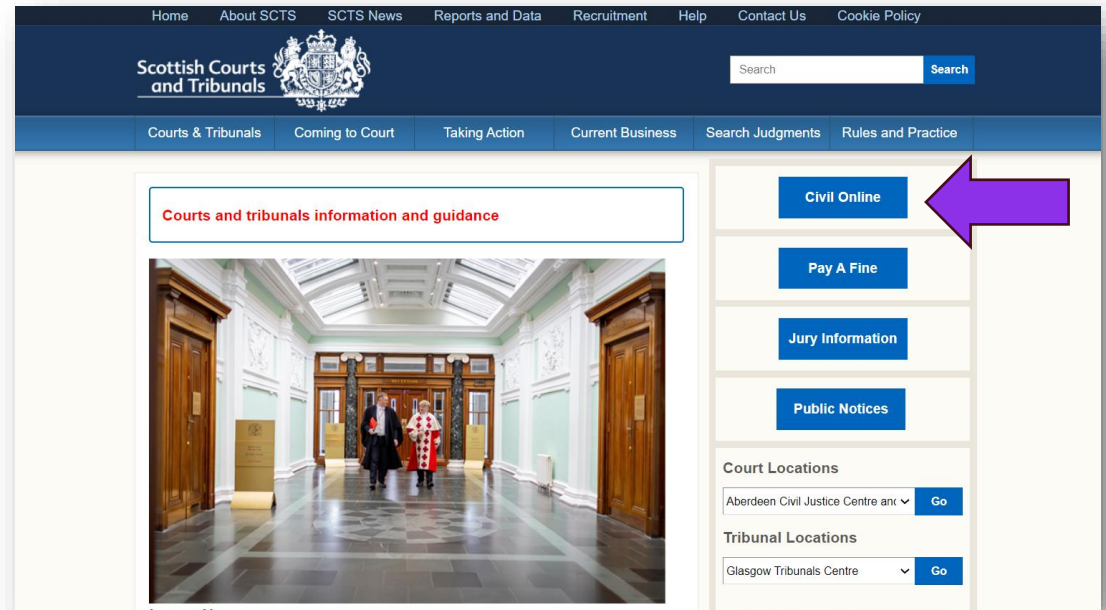
SOLICITOR USER GUIDE

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The new civil online portal is available to users by clicking the button on the SCTS homepage or by accessing the following URL

<https://www.scotcourts.gov.uk/taking-action/civil-online-gateway/welcome2>

ACCESSING THE PORTAL



The screenshot displays the Scottish Courts and Tribunals website interface. At the top, there is a navigation menu with links for Home, About SCTS, SCTS News, Reports and Data, Recruitment, Help, Contact Us, and Cookie Policy. Below this is a search bar and the SCTS logo. A secondary navigation bar contains links for Courts & Tribunals, Coming to Court, Taking Action, Current Business, Search Judgments, and Rules and Practice. The main content area features a central banner with the text "Courts and tribunals information and guidance" and a photograph of a court hallway. To the right, a vertical sidebar contains four blue buttons: "Civil Online", "Pay A Fine", "Jury Information", and "Public Notices". A purple arrow points to the "Civil Online" button. Below these buttons are sections for "Court Locations" and "Tribunal Locations", each with a dropdown menu and a "Go" button.

FIRST TIME USER

When accessing the portal for the first time, users are required to follow the sign up process.

1. Click on the hyperlink
2. Enter your email address
3. Enter the solicitor ID (formerly known as the Company ID)

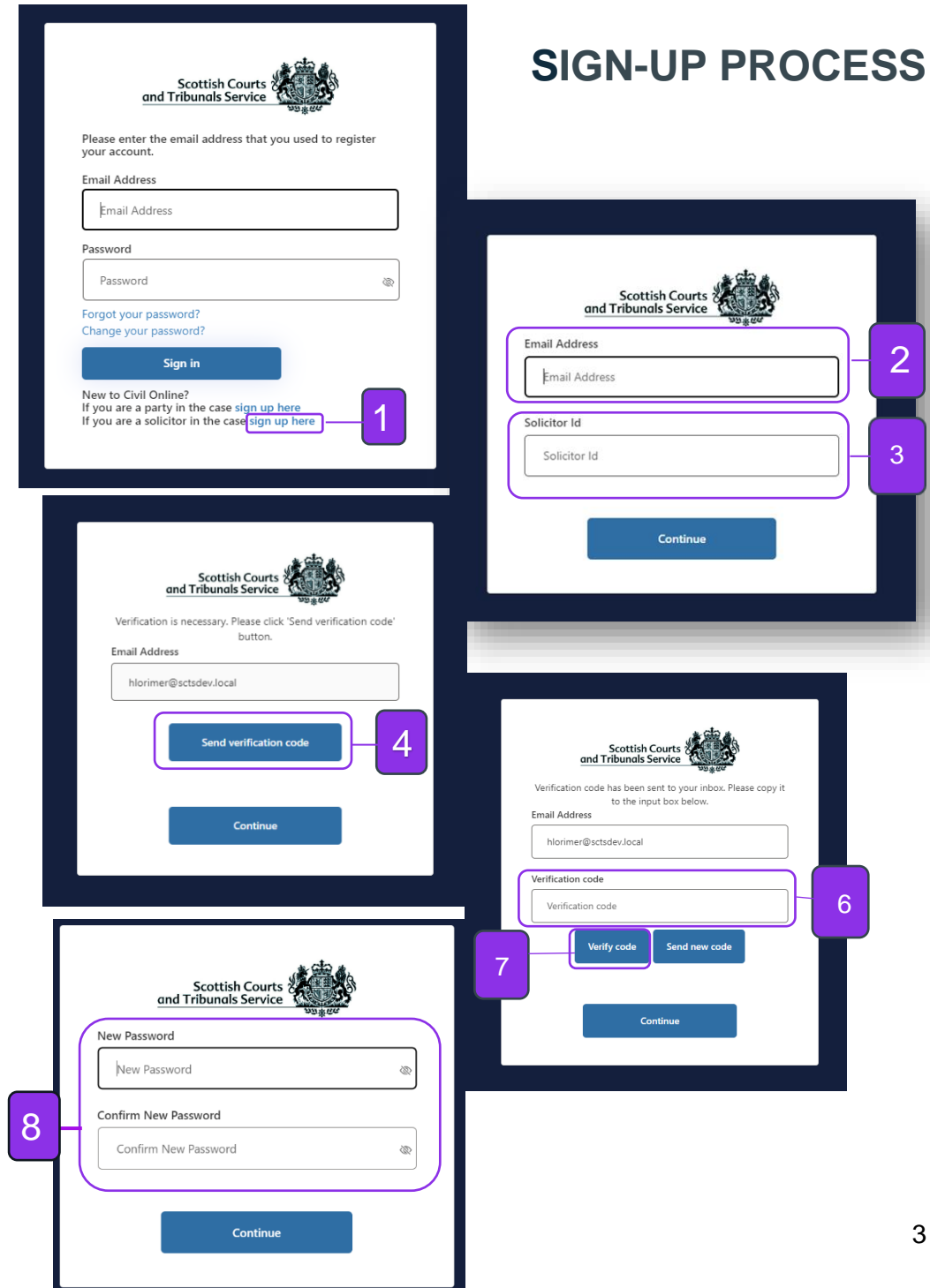
If your **branch/firm** is not registered for access to Civil Online please contact civilonlinelab@scotcourts.gov.uk to arrange access.

If your branch/firm has previously been set-up with access for Civil Online and you do not know the Company ID please ask a colleague in the first instance, if this is not possible please contact the Civil Lab on the email above.

If you have access to more than one branch simply select one of the Company IDs for the purpose of signing-up.

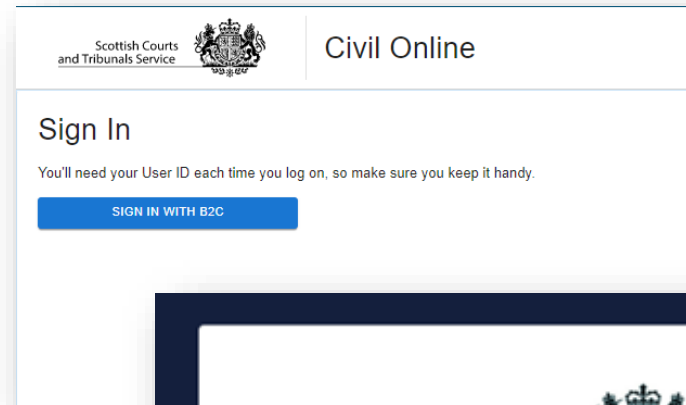
4. Click send verification code
5. Check your email for the verification code
6. Enter the verification code provided in the email into the appropriate field
7. Click Verify Code
8. Users will be required to create a password which must be between 9 and 64 characters and it must have at least 3 of the following character types:
 - Lower case
 - Upper case
 - Numeric
 - Symbol


SIGN-UP PROCESS



SIGN IN PROCESS

1. Once successfully registered users can log into the portal using their registered email address and password.
2. Users will also be required to pass multifactor authentication (MFA) the first time they access the portal each day. Users will not be able to access the portal without successfully completing this step.

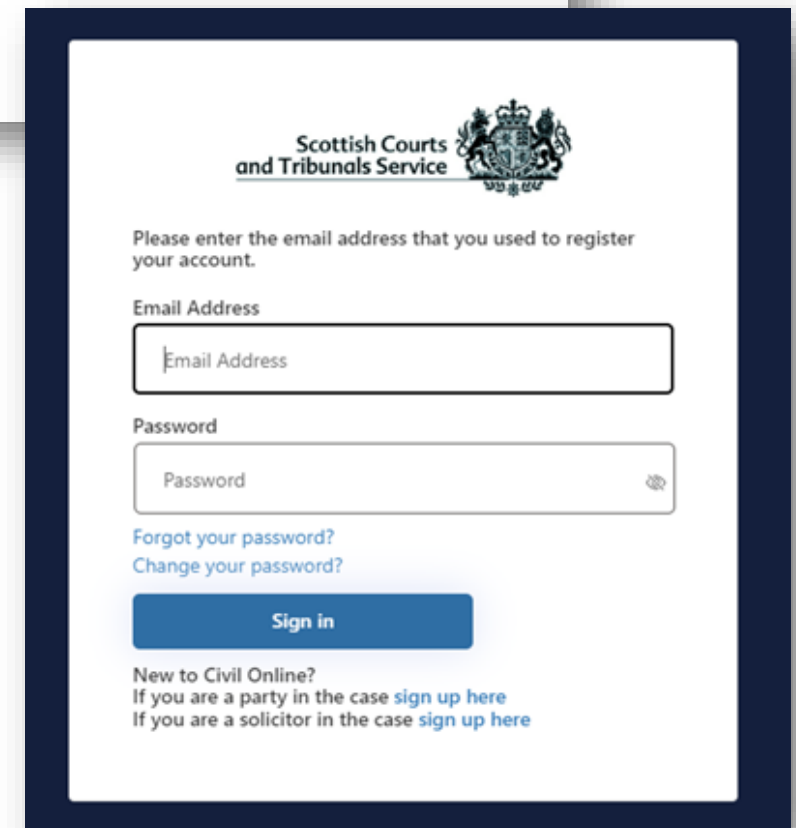



Scottish Courts and Tribunals Service  Civil Online

Sign In

You'll need your User ID each time you log on, so make sure you keep it handy.

[SIGN IN WITH B2C](#)




Scottish Courts and Tribunals Service 

Please enter the email address that you used to register your account.

Email Address

Password

[Forgot your password?](#)
[Change your password?](#)

[Sign in](#)

New to Civil Online?
If you are a party in the case [sign up here](#)
If you are a solicitor in the case [sign up here](#)

On the welcome page users can:

Select an office

1. When users with access to more than one branch are brought to the welcome page they are required to select the branch they wish to work with. Once an office has been selected the user is presented with more options on screen. Users can switch the office they are accessing by using the drop down

User Admin

Only visible for admin users. Admin users can use this functionality to manage the list of users for an office. This puts an office in control of their list of users without the necessity to contact the SCTS.

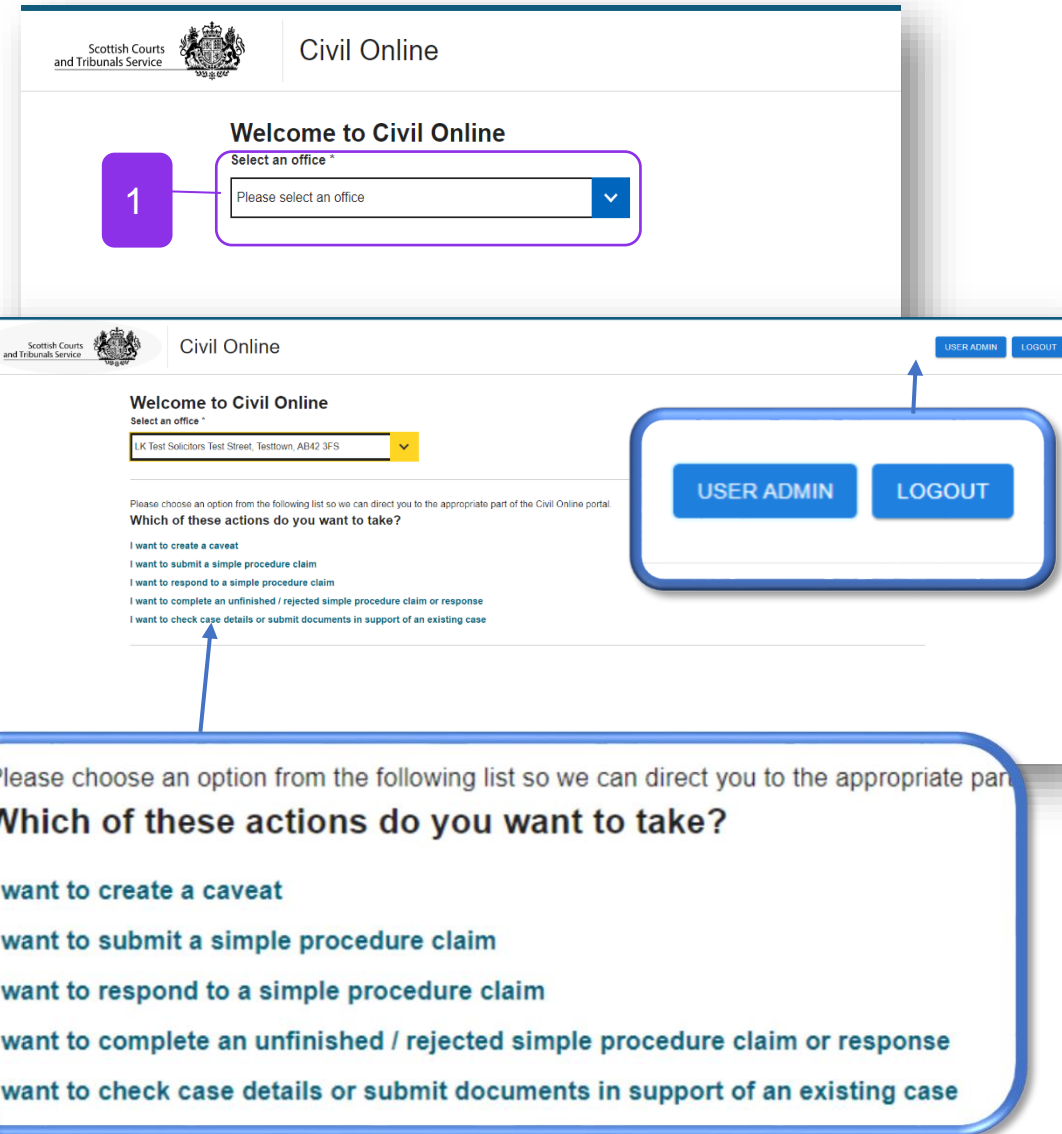
Submit a caveat

Submit a simple procedure claim

Respond to a simple procedure claim

Complete an unfinished/rejected simple procedure claim or response (Drafts)

Check case details or submit documents in support of an existing case



The screenshot shows the 'Civil Online' welcome page. At the top, there is a header with the Scottish Courts and Tribunals Service logo and the text 'Civil Online'. Below this, the main heading is 'Welcome to Civil Online'. A purple box with the number '1' highlights a dropdown menu labeled 'Select an office *' with the placeholder text 'Please select an office'. Below the dropdown, there is a list of actions: 'I want to create a caveat', 'I want to submit a simple procedure claim', 'I want to respond to a simple procedure claim', 'I want to complete an unfinished / rejected simple procedure claim or response', and 'I want to check case details or submit documents in support of an existing case'. To the right of the list, there are two blue buttons: 'USER ADMIN' and 'LOGOUT'. A blue box highlights these buttons, with an arrow pointing to the 'USER ADMIN' button. A blue callout box at the bottom of the screenshot contains the text: 'Please choose an option from the following list so we can direct you to the appropriate part of the Civil Online portal. Which of these actions do you want to take?' followed by the same list of actions as in the screenshot.

User Administration

Select an office *

LK Test Solicitors Test Street, Testtown, AB42 3F

Current users

Users of the email addresses listed in the table below can access all cases visible on the "My cases" list but cannot add (grant access to) new users.

Name	Email address	Action
Gary White	gwhite@sctsdev.local	Remove

Grant access to a new user

Note: Access to the "My cases" list will be granted to the user of the email address provided, immediately after it is submitted.

User's name and surname *

User's email address *

Grant access

On this page admin users can:

1. See a list of current users for the office selected. (Admin users are not included within this list)
2. Grant access to a new user. Any users added in this way can log-into civil online and access all cases for the office selected. The only thing they are unable to do is access this user admin functionality to add/remove users.
3. Remove a standard user's access

NOTE: Should you require any modifications to the list of admin users please contact civilonlinelab@scotcourts.gov.uk. We encourage organisations to utilise this functionality to enable them to manage their list of users without the necessity of contacting SCTS. Users should not be routinely set up as admin users as a replacement for this functionality.

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

COURT DETAILS

When “I want to submit a simple procedure claim” is selected on the welcome page, users will be taken to the start of the claim journey.

1. Users are required to choose a court to submit the claim to.
2. A reference number must be entered. This is your own office reference number that will assist you in identifying the case in the future.
3. The basis for jurisdiction has to be selected, more than one option can be selected. If selecting “Other” please complete the appropriate text-box


Once all required information has been entered users should click “Next”.

Court details

Please choose the court you wish to submit your claim to, after which you can enter your preferred reference for this action.

(This can be the same reference that is used in your internal case management system.)

Choose a court *

Please select a court. 

Enter your reference (max 50 characters) *


Why does this court have jurisdiction? *

The events took place in the sheriff court's district

The respondent lives in the sheriff court's district

The respondent agreed to make any claim in this sheriff court

Other (please give details - max 2000 characters)



* Required field

Next >

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

CLAIMANT DETAILS

Users are required to enter the details of the claimant including name, postal address and email address.

If the user types in the postcode then suggested addresses will be listed for the user to choose from, to make inputting the information quicker.

The claimant's preferred method of contact must also be selected. "Civil Online" is selected by default. Users are encouraged to keep this preference as it gives them instant automatic case updates and access.

Manual intimations can be selected however, this requires court staff to manually issue case documents by either post or email and there can be a delay in these being issued.

If there is more than one claimant further claimants can be added by clicking this button.

Once all information has been entered users should click "Next"

Claimant details

Please complete the details of the first claimant using the form below.
You will then be able to add subsequent claimants as necessary.

First party

Claimant identity

Individual
 Company or organisation

First name(s) *

Middle name(s)

Last name *

Acting in a representative capacity or trading as

Claimant address

Postcode (optional)

Address *

City or town *

Country *

Scotland ▼

Email address *

Claimant's preferred method of contact

Civil Online (Instant, automated emails, lodge, receive & view documents, view hearing dates)

Manual intimations

by post (Receive documents by post)

by email (Receive documents by email)

[Add another claimant](#)

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

CLAIMANT REPRESENTATION

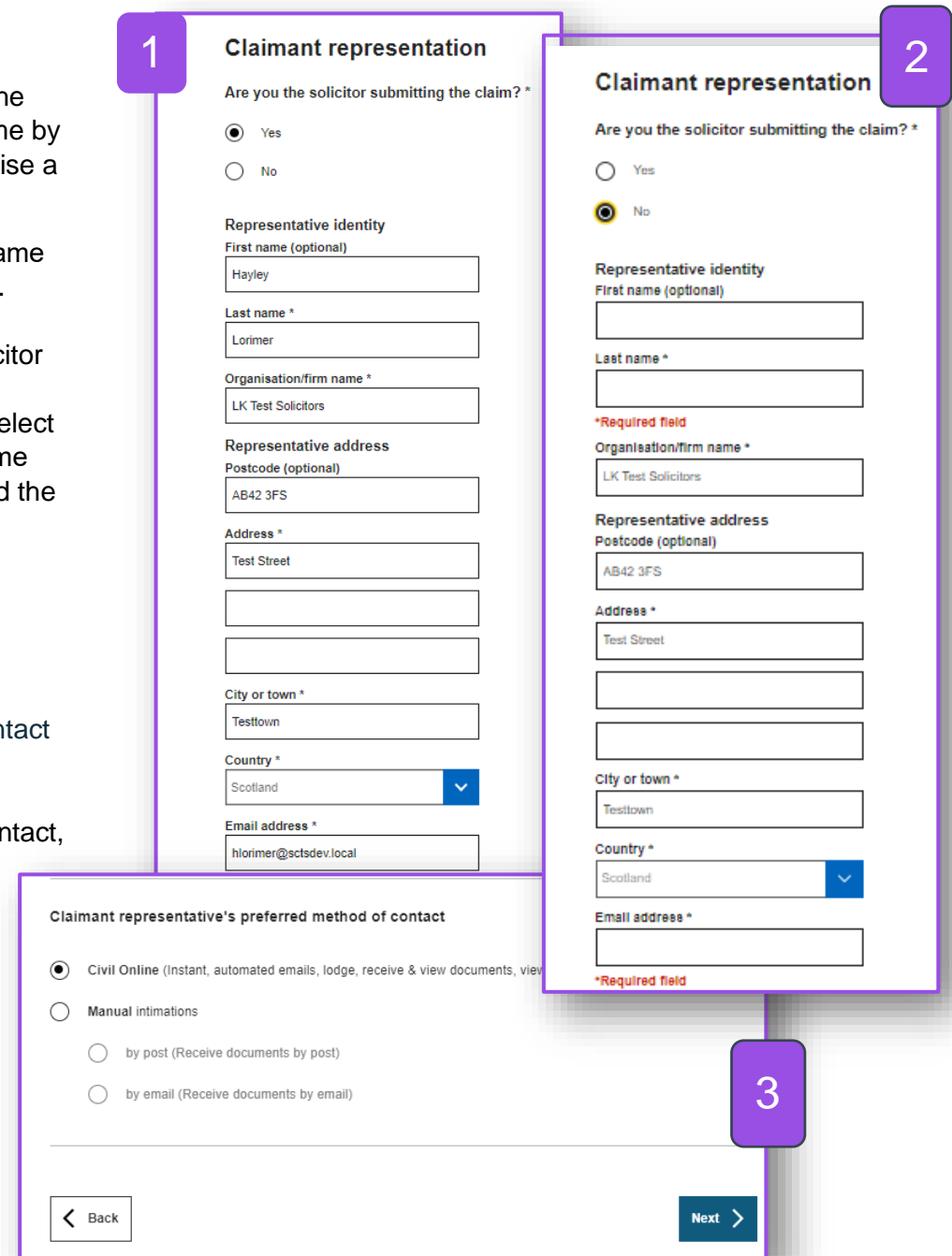
Information on this screen is pre-populated into the appropriate fields. It is designed to save users time by not having to enter their details each time they raise a claim.

1. When “yes” is selected, the first name, last name and email address fields cannot be amended.
2. If the user submitting the claim is not the solicitor (e.g. the claim is being submitted by a legal secretary on behalf of a solicitor) they can select the “No” radio button. The first name, last name and email address fields become editable and the user can enter the details of the appropriate solicitor.

NOTE: The organisation/firm name and address fields are not editable. If the organisation/firm details are incorrect and require to be updated you will need to contact civilonlinelab@scotcourts.gov.uk

3. Users can amend the preferred method of contact, again Civil Online is selected by default.

Once all the required information has been input, users should press “next”.



1 Claimant representation

Are you the solicitor submitting the claim? *

Yes

No

Representative identity

First name (optional)
Hayley

Last name *
Lorimer

Organisation/firm name *
LK Test Solicitors

Representative address

Postcode (optional)
AB42 3FS

Address *
Test Street

City or town *
Testtown

Country *
Scotland

Email address *
hlorimer@sctsdev.local

2 Claimant representation

Are you the solicitor submitting the claim? *

Yes

No

Representative identity

First name (optional)

Last name *

*Required field

Organisation/firm name *
LK Test Solicitors

Representative address

Postcode (optional)
AB42 3FS

Address *
Test Street

City or town *
Testtown

Country *
Scotland

Email address *

*Required field

3 Claimant representative's preferred method of contact

Civil Online (Instant, automated emails, lodge, receive & view documents, view)

Manual intimations

by post (Receive documents by post)

by email (Receive documents by email)

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

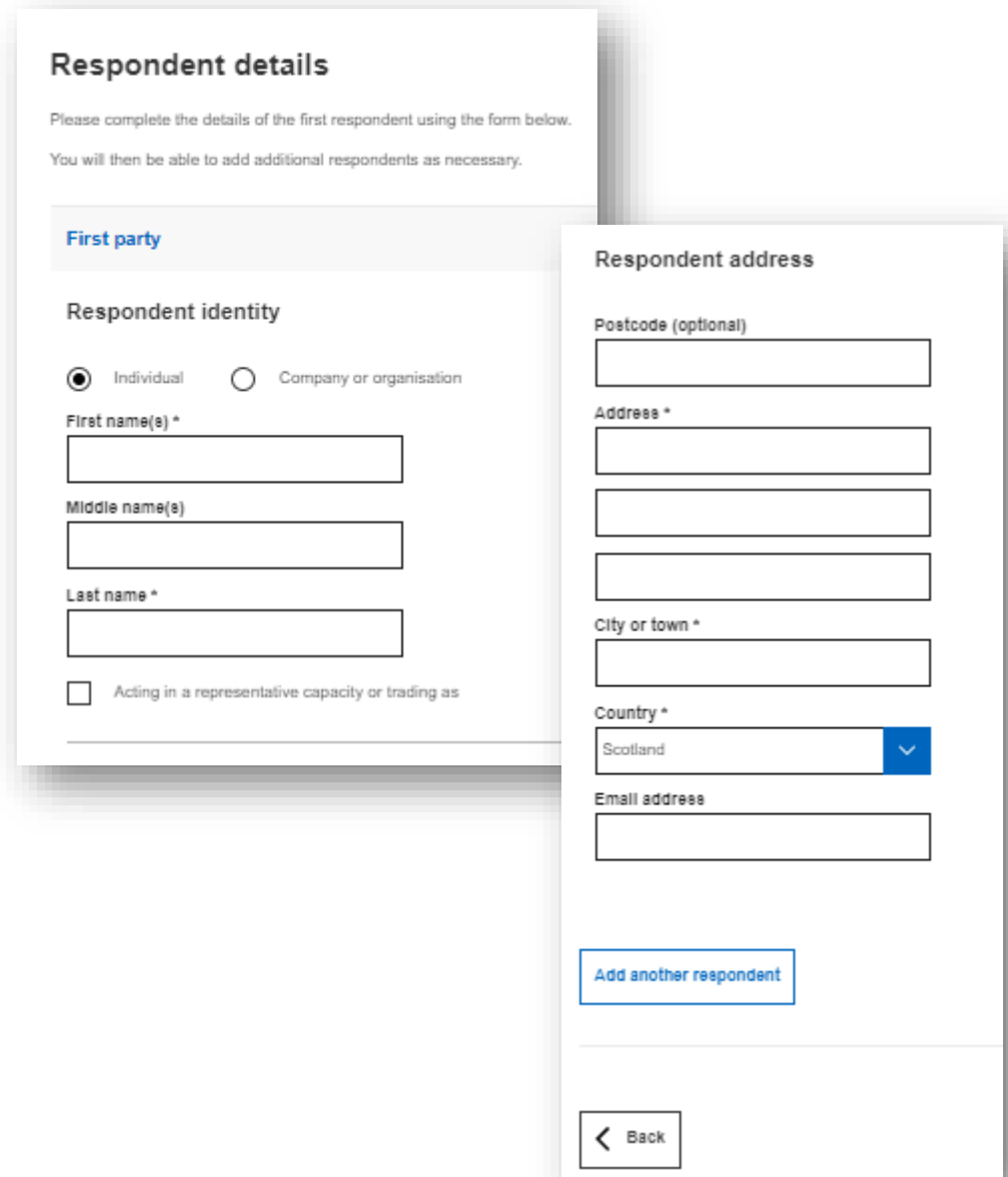
RESPONDENT DETAILS

Users are then required to enter details about the first respondent including name and postal address.

If the email address of the respondent is known this can be entered too.

If there are multiple respondents, users can add additional respondents by clicking on “Add another respondent”. Users can add up to 20 claimants using this functionality.

Once all details have been completed users should click “Next” at the bottom of the screen



Respondent details

Please complete the details of the first respondent using the form below.
You will then be able to add additional respondents as necessary.

First party

Respondent identity

Individual Company or organisation

First name(s) *

Middle name(s)

Last name *

Acting in a representative capacity or trading as

Respondent address

Postcode (optional)

Address *

City or town *

Country *
Scotland

Email address

[Add another respondent](#)

[Back](#)

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

CLAIM DETAILS – ABOUT THE CLAIM

Users are then required to enter the details of the claim, including steps already taken to resolve the matter.

If the claim relates to a consumer credit agreement and the user selects “yes” a further field will display where the user is required to enter the details of the consumer credit agreement.

Once this section has been completed the user should select next.

NOTE: The “What is the background to the claim?” and “What are the details of the consumer credit agreement?” fields have a 5000 character limit. The “What steps has the claimant taken, if any, to try and settle the dispute with the respondent?” has a 4000 character limit.

Claim details

About the claim

What is the background to the claim? *

Does this claim relate to a consumer credit agreement? *

Yes No

What steps has the claimant taken, if any, to try to settle the dispute with the respondent? *

 Back

Next 

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

CLAIM DETAILS – COURT ORDER(S)

The user is then required to enter details about what orders they would like the court to make if the claim is successful.

Users can select multiple options.

If the user selects the option for payment of a sum of money this generates a new option, to seek interest on that sum of money. The interest rate is defaulted to 8.0% annually commencing on the last date for service but can be amended as appropriate, if applicable.

Claim details

About the claim ▼

Court order(s) ▲

If the claim is successful, what orders would you like the court to make?

To pay the following sum of money to the claimant:

£

To deliver the following items to the claimant:

To do the following things for the claimant:

To pay expenses to the claimant.

To pay the following sum of money to the claimant:

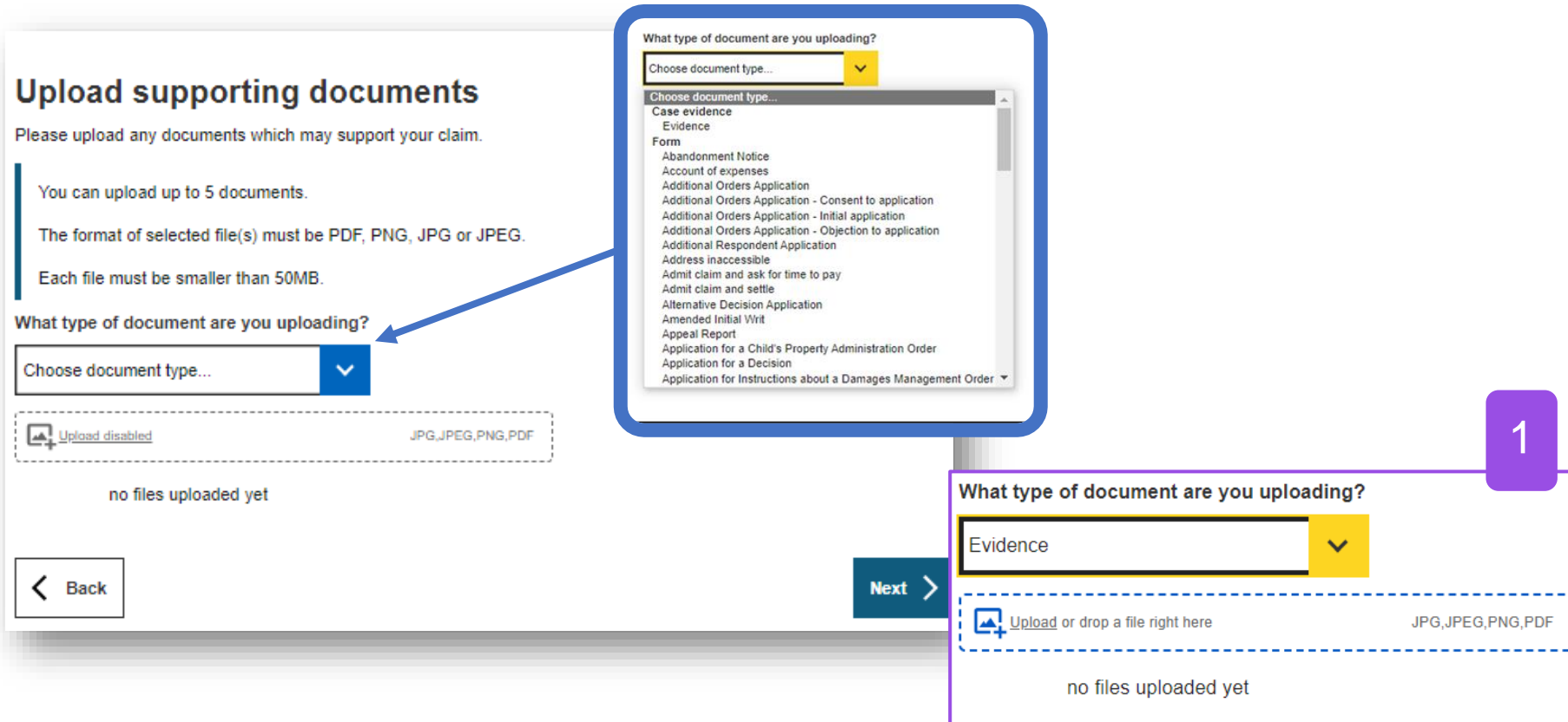
£ 700

To pay interest to the claimant on that sum of money:

Interest rate of

8.0% annually commencing on last date for service

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM



Upload supporting documents

Please upload any documents which may support your claim.

You can upload up to 5 documents.

The format of selected file(s) must be PDF, PNG, JPG or JPEG.

Each file must be smaller than 50MB.

What type of document are you uploading?

Choose document type...

Upload disabled JPG, JPEG, PNG, PDF

no files uploaded yet

Back

Next

What type of document are you uploading?

Evidence

Upload or drop a file right here JPG, JPEG, PNG, PDF

no files uploaded yet

1

UPLOAD SUPPORTING DOCUMENTS

The relevant document type should be selected from the drop down menu, upload functionality is disabled until the document type is selected.

Once a document type has been selected the user can either, click on the word “Upload” (see image 1) and this will open the users file explorer and allow them to navigate to the document(s) saved on their device, or they can simply drag and drop the required file(s) into the upload window (bordered in blue in image 1).

NOTE: If selecting or dragging and dropping multiple files at once, please ensure that they are all same type of document e.g. evidence. If they are not, for example one document is evidence the other is a list of evidence, the user should upload select them individually changing the document type as appropriate prior to the upload of the other files.

If the user does not wish to upload any supporting documentation with the claim form they can click “next”

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

SUMMARY PAGE

Users will then be taken to the summary page where they can check the details of the claim prior to submitting.

1. If any amendments to the claim are required users should utilise the “Back” button to navigate to the relevant screen.

NOTE: Please ensure that you use the “Back” button indicated in the screenshot and not the back button of your browser. If you use the browser back button this will return you to the welcome page. Claim forms are auto-saved to drafts so if you do accidentally exit to the welcome page you will be able to resume completion of the claim.

Once the user is content with the claim they should click “Submit”



Summary

Please verify the information you entered is correct before submitting to the court.

Submit to court Aberdeen Sheriff Court

Claimant

First claimant John Smith
Contact details 1 Test Street, Testcity AA11 1AA United Kingdom
 auto.nest7@scsdev.local

Contact method Online

Claimant representation

Representation Status Solicitor
Organisation LK Test Solicitors
Representative Hayley Lorimer
Contact details Test Street, Testtown AB42 3FG Scotland
 hlorimer@scsdev.local

Contact method Online

Respondent

First respondent Jo Bloggs
Contact details 1 Test Street, Testcity AA11 1AA United Kingdom

Claim details

Reference Number Interest rate check

Background to the claim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.

Why does this court have jurisdiction The events took place in the sheriff court's district

Court orders requested To pay the following sum of money to the claimant: £3459
 Additionally, to pay interest on that sum of money to the claimant at the following annual rate of interest: 6.0% annually commencing on last date for service

Expenses requested Yes

Steps taken to settle Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.

If any of the above is incorrect, please update before submitting to the court.

1 [← Back](#)

2 [Submit →](#)

SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

PAY FOR YOUR DOCUMENT

The user is then prompted to pay for their document.

If the office that the user has selected or is logged in with holds an SCTS credit account, they will be advised that the credit account will be charged for the lodging of the document unless the user selects that the client is fee exempt.

If the user, selected an office that does not have an SCTS credit account, they will be presented with the WorldPay card payment component instead.

If the client is fee exempt and the user selects “Yes” then they will be presented with functionality to upload the required fee exemption form and associated documentation.

Please pay for your document

There is a fee for uploading this document.

File type	My reference	Fee
Simple procedure claim form	Interest rate check	£110

Is your client fee exempt?

Yes No

We will charge your credit account for lodging this form.

Next >

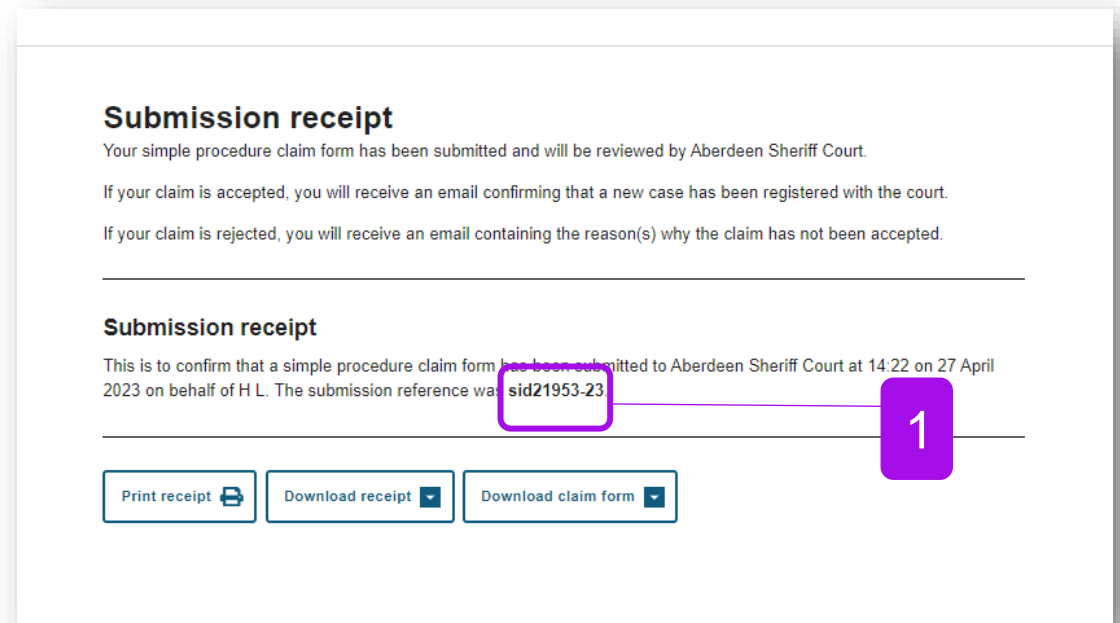
SUBMITTING A NEW SIMPLE PROCEDURE CLAIM

SUBMISSION RECEIPT

This page confirms that the claim has been submitted to the selected Court.

1. The user is provided with their submission ID (SID) number.

The user can also download their claim form and print or download the receipt



Submission receipt
Your simple procedure claim form has been submitted and will be reviewed by Aberdeen Sheriff Court.

If your claim is accepted, you will receive an email confirming that a new case has been registered with the court.

If your claim is rejected, you will receive an email containing the reason(s) why the claim has not been accepted.

Submission receipt
This is to confirm that a simple procedure claim form has been submitted to Aberdeen Sheriff Court at 14:22 on 27 April 2023 on behalf of H L. The submission reference was **sid21953-23**

[Print receipt](#) [Download receipt](#) [Download claim form](#)

1

When “I want to respond to a simple procedure claim” is selected on the welcome page, users will be taken to the start of the response journey.

In order to respond to a claim users are required to enter some details about the claim.

Firstly, if the claimant is an individual the user is required to enter only the surname of the claimant. If the claimant is a company or an organisation, the user should enter the full name of the claimant in the field, as shown on the documents served on the respondent.

Users are also required to enter the case reference number of the case they are responding too.

Once the user adds these details the page will refresh. If there are more than 1 respondent named in the claim the user will be asked to confirm which respondent they are representing, otherwise users will be asked whether the respondent is an individual or a Company/ organisation.

RESPONDING TO A SIMPLE PROCEDURE CLAIM

Simple Procedure response

Please enter the name of the **first** claimant in the case.

Enter exactly as it appears on the court document.
If an individual, enter their **surname only**.
If a company or organisation, enter the **full name**.

Claimant *

Please enter the **court-allocated** reference for the case.

Case reference *

Add

Claimant *

Please enter the **court-allocated** reference for the case.

Case reference *

Add

Is your client a person or a company (or other organisation)? *

Individual Company or organisation

RESPONDING TO A SIMPLE PROCEDURE CLAIM

Response

How does your client wish to respond to the claim? *

Admit the claim and settle it before the last date for response

Admit the claim and seek time to pay the money

Dispute the claim or part of the claim

[< Back](#) [Next >](#)

How does your client wish to respond to the claim?

The user will then be asked to select how the client wishes to respond to the claim. The next pages in the response journey will differ, depending on the selection made.

This guide covers each response option. Users can skip to the one that is required.

ADMIT THE CLAIM AND SETTLE

Respondent Details

If users select “I want to admit the claim and settle before the last date for response” they will firstly be brought to this screen where they are required to enter details about the respondent.

Any mandatory fields are marked with *

Should the user wish to add an additional respondent or respondents there is a button at the bottom of the page which will then open a further section.

RESPONDING TO A SIMPLE PROCEDURE CLAIM

Respondent details

Please complete the details of the first respondent using the form below.

You will then be able to add additional respondents as necessary.

First respondent

Respondent identity

First name(s) *

Middle name(s)

Last name *

Acting in a representative capacity or trading as

Respondent address

Postcode (optional)

Address *

City or town *

Country *

Email address *

Respondent's preferred method of contact

Civil Online (Instant, automated emails, lodge, receive & view documents, view hearing dates)

Manual intimations

by post (Receive documents by post)

by email (Receive documents by email)

[Add an additional respondent](#)

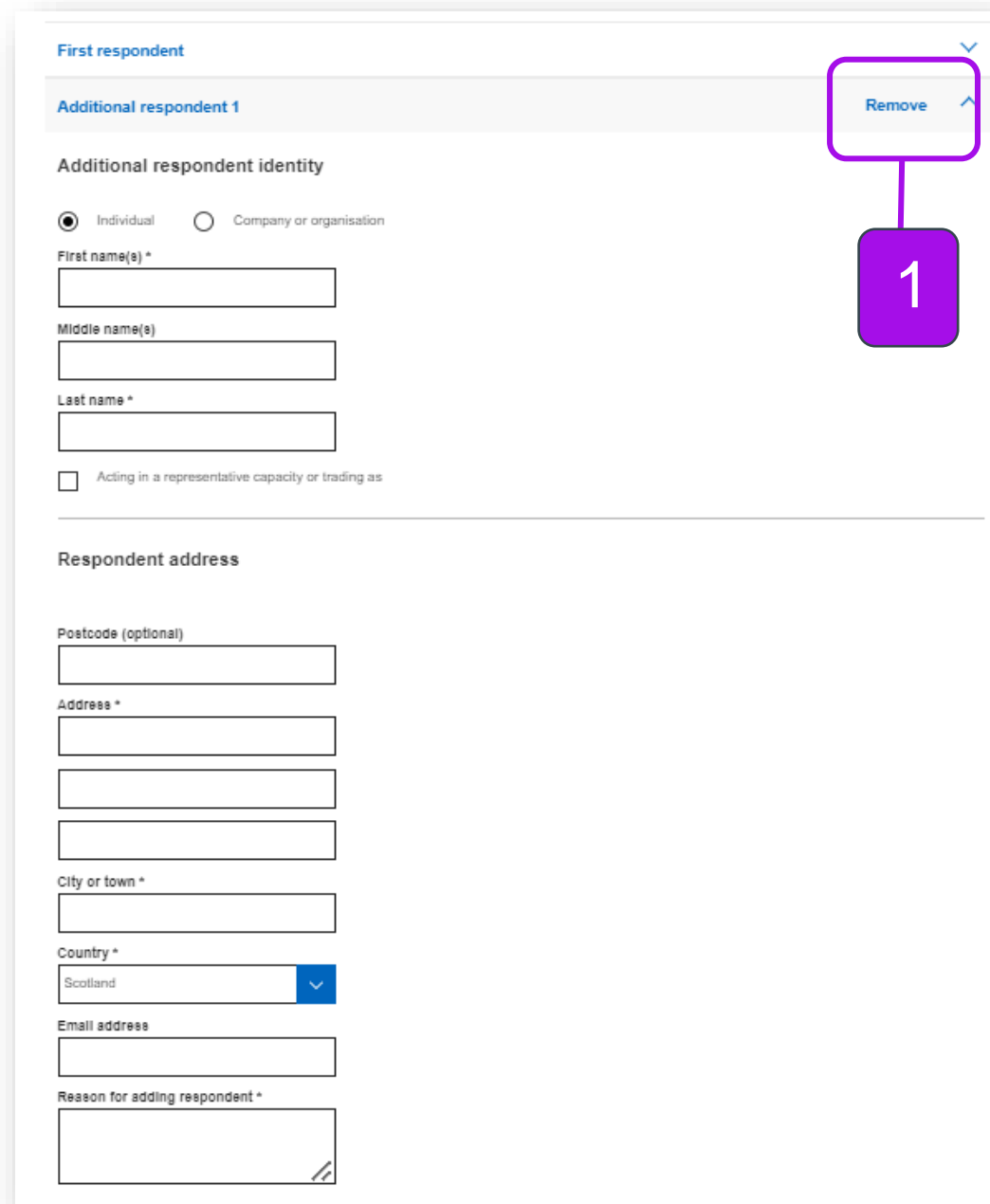
RESPONDING TO A SIMPLE PROCEDURE CLAIM

Additional Respondent

If a user has clicked the button to add an additional respondent this section populates on screen where the user can enter the required or relevant details for that respondent, including the reason for adding an additional respondent to the claim.

Users can add up to 20 respondents

Users can also remove any additional respondents entered should they need to do so by clicking remove (indicated by figure 1)



The screenshot shows a web form for adding an additional respondent. At the top, there is a header for 'First respondent' with a dropdown arrow. Below it is a section for 'Additional respondent 1' with a 'Remove' button highlighted by a purple box. A purple square with the number '1' is connected to the 'Remove' button by a vertical line. The form fields include:

- Additional respondent identity:**
 - Radio buttons for 'Individual' (selected) and 'Company or organisation'.
 - Text input fields for 'First name(s) *', 'Middle name(s)', and 'Last name *'.
 - Checkbox for 'Acting in a representative capacity or trading as'.
- Respondent address:**
 - Text input field for 'Postcode (optional)'.
 - Text input fields for 'Address *' (split into three lines).
 - Text input field for 'City or town *'.
 - Dropdown menu for 'Country *' with 'Scotland' selected.
 - Text input field for 'Email address'.
 - Text input field for 'Reason for adding respondent *'.

RESPONDING TO A SIMPLE PROCEDURE CLAIM

Respondent Representation

Information on this screen is pre-populated into the appropriate fields. It is designed to save users time by not having to enter their details each time they respond to a claim.

1. When “yes” is selected, the first name, last name and email address fields cannot be amended.
2. If the user responding to the claim is not the solicitor (e.g. the response is being submitted by a legal secretary on behalf of a solicitor) they can select the “No” radio button. The first name, last name and email address fields become editable and the user can enter the details of the appropriate solicitor.

NOTE: The organisation/firm name and address fields are not editable. If the organisation/firm details are incorrect and require to be updated you will need to contact

civilonlinelab@scotcourts.gov.uk

3. Users can amend the preferred method of contact, Civil Online is selected by default.

Once all the required information has been input, users should press “next”.

Respondent representation

Are you the solicitor submitting the response? *

Yes

No

Representative identity

First name (optional)
Hayley

Surname *
Lorimer

Organisation/firm name *
LK Test Solicitors

Representative address

Postcode (optional)
A1 1A

Address *
Test Street

City or town *
Testtown

Country *
Scotland

Email address *
hlorimer@scotsdev.local

What is the representative's local reference for this case? *

*Required field

Are you the solicitor submitting the response? *

Yes

No

Representative identity

First name (optional)

Surname *
*Required field

Organisation/firm name *
LK Test Solicitors

Representative address

Postcode (optional)
AB42

Address *
Test Street

City or town *
Testtown

Country *
Scotland

Email address *
*Required field

What is the representative's local reference for this case? *

*Required field

Respondent representative's preferred method of contact

Civil Online (Instant, automated emails, lodge, receive & view documents, view hearing dates)

Manual intimations

- by post (Receive documents by post)
- by email (Receive documents by email)

UPLOAD SUPPORTING DOCUMENTATION (Response)

Users can choose to upload any supporting documents if they wish.

1. The upload functionality is disabled and the box appears grey in colour until the document type has been selected from the drop-down menu.
2. Once the document type has been selected, the upload functionality component changes to a blue border.

Once a document type has been selected the user can either, click on the word “Upload” and this will open the users file explorer and allow them to navigate to the document(s) saved on their device, or they can simply drag and drop the required file(s) into the upload window (bordered in blue in image 2).

NOTE: If selecting or dragging and dropping multiple files at once, please ensure that they are all same type of document e.g. evidence. If they are not, for example one document is evidence the other is a list of evidence, the user should upload select them individually changing the document type as appropriate prior to the upload of the other files.

1 Upload supporting documents

Please upload any documents which may support your response.

You can upload up to 5 documents.

The format of selected file(s) must be PDF, PNG, JPG or JPEG.

Each file must be smaller than 50MB.

What type of document are you uploading?

Choose document type...



 Upload disabled


JPG, JPEG, PNG, PDF

no files uploaded yet

2 What type of document are you uploading?

Evidence



 Upload or drop a file right here

JPG, JPEG, PNG, PDF

no files uploaded yet

2

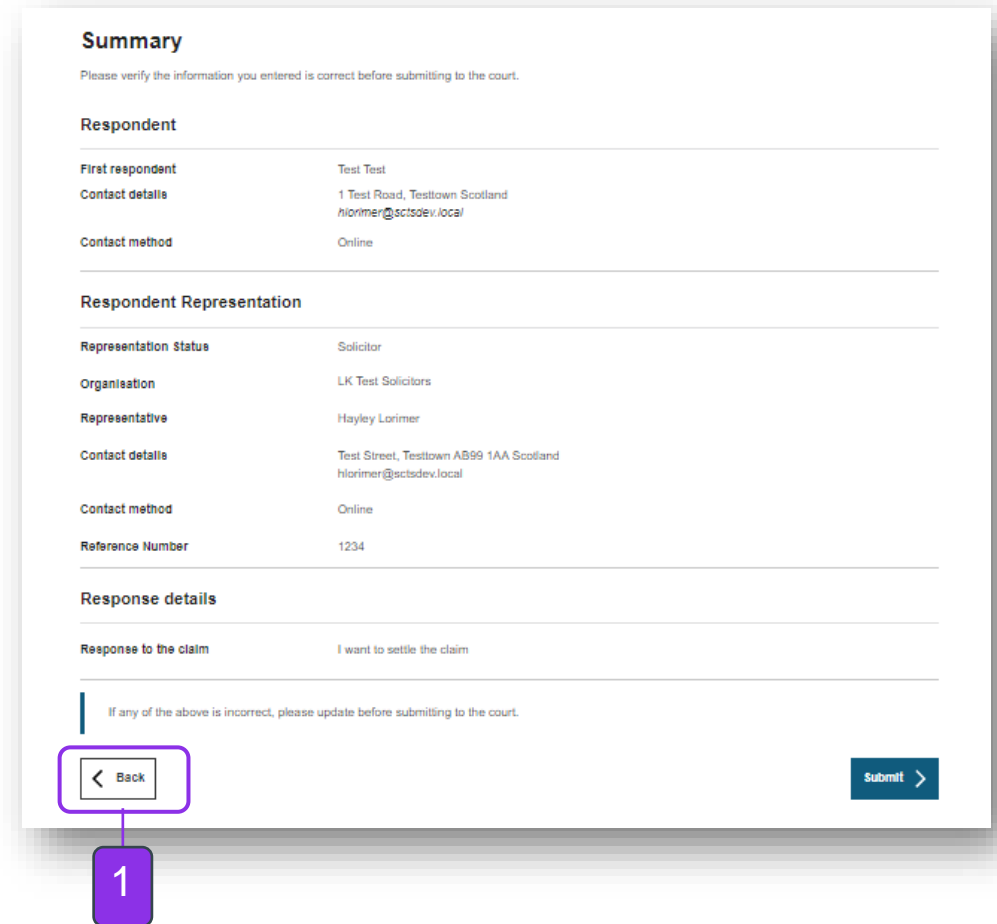
Respondent Summary Page

Users will then be taken to the summary page where they can check the details of the response prior to submitting.

1. If any amendments to the response are required users should utilise the “Back” button to navigate to the relevant screen.

NOTE: Please ensure that you use the “Back” button indicated in the screenshot and not the back button of your browser. If you use the browser back button this will return you to the welcome page. Response forms are auto-saved to drafts so if you do accidentally exit to the welcome page you will be able to resume completion of the response.

Once the user is content with the claim they should click “Submit”



Summary

Please verify the information you entered is correct before submitting to the court.

Respondent

First respondent	Test Test
Contact details	1 Test Road, Testtown Scotland hlorimer@sctsdev.local
Contact method	Online

Respondent Representation

Representation Status	Solicitor
Organisation	LK Test Solicitors
Representative	Hayley Lorimer
Contact details	Test Street, Testtown AB99 1AA Scotland hlorimer@sctsdev.local
Contact method	Online
Reference Number	1234

Response details

Response to the claim	I want to settle the claim
-----------------------	----------------------------

If any of the above is incorrect, please update before submitting to the court.

[← Back](#) [Submit >](#)

1

RESPONDING TO A SIMPLE PROCEDURE CLAIM

Submission receipt

Your simple procedure response form has been submitted and will be reviewed by Peterhead Sheriff Court.

If your response is accepted, you will receive an email confirming that it has been lodged with the court.


If your response is rejected, you will receive an email containing the reason(s) why.

IF CONTACTING THE COURT, PLEASE USE THE CASE REFERENCE NUMBER: phd-SG1-23

Submission receipt

This is to confirm that a simple procedure response form has been submitted to Peterhead Sheriff Court at 16:36 on 11 May 2023 on behalf of Test Test.

Print receipt 

Download receipt 

Download response form 

SUBMISSION RECEIPT

This page confirms that the claim has been submitted to the selected Court.

The user can also download their claim form and print or download the receipt.

RESPONDING TO A SIMPLE PROCEDURE CLAIM

ADMIT THE CLAIM AND SEEK TIME TO PAY THE MONEY

If the user selects this radio button option. An upload component will populate on screen.

Users must upload a completed copy of the Form 5A – Time to Pay Application. These forms are available for download on the website. [Simple Procedure Forms \(scotcourts.gov.uk\)](http://scotcourts.gov.uk)

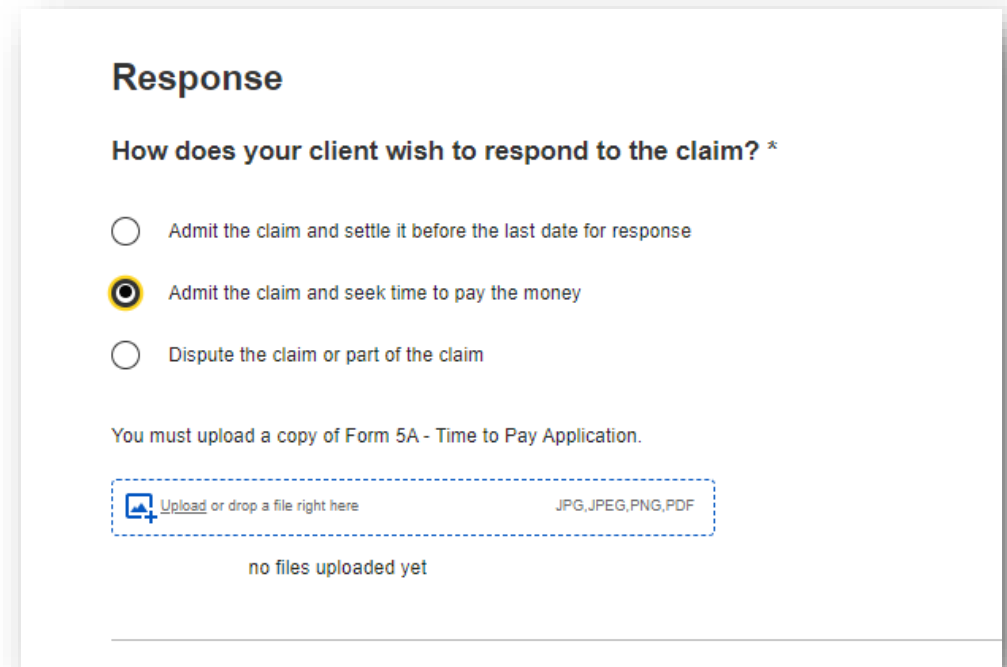
Users can either, click on “Upload” and this will open the user’s file explorer and allow them to navigate to the document(s) saved on their device, or they can simply drag and drop the required file(s) into the upload window (bordered in blue)

Users are only able to upload one file at this stage.

Once this is completed, users can select “Next”.

They will then be brought to the Upload Supporting Documents Screen (see page 22), followed by the Summary page (see page 23), followed by the Submission Receipt page (see page 24).

These sections work in the same way regardless of the response selected so please refer to the earlier guidance pages on these for information.



Response


How does your client wish to respond to the claim? *

Admit the claim and settle it before the last date for response

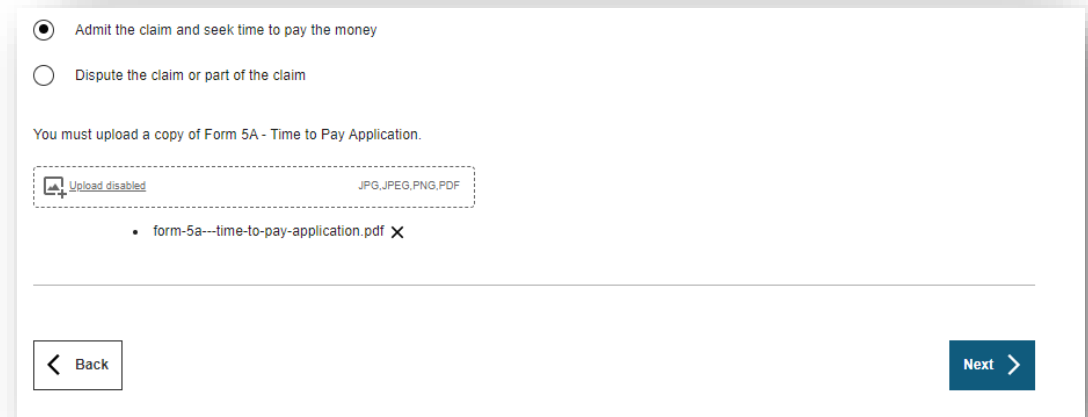
Admit the claim and seek time to pay the money

Dispute the claim or part of the claim

You must upload a copy of Form 5A - Time to Pay Application.

 Upload or drop a file right here JPG, JPEG, PNG, PDF


no files uploaded yet



Admit the claim and seek time to pay the money

Dispute the claim or part of the claim

You must upload a copy of Form 5A - Time to Pay Application.

 Upload disabled JPG, JPEG, PNG, PDF

- form-5a---time-to-pay-application.pdf X

RESPONDING TO A SIMPLE PROCEDURE CLAIM

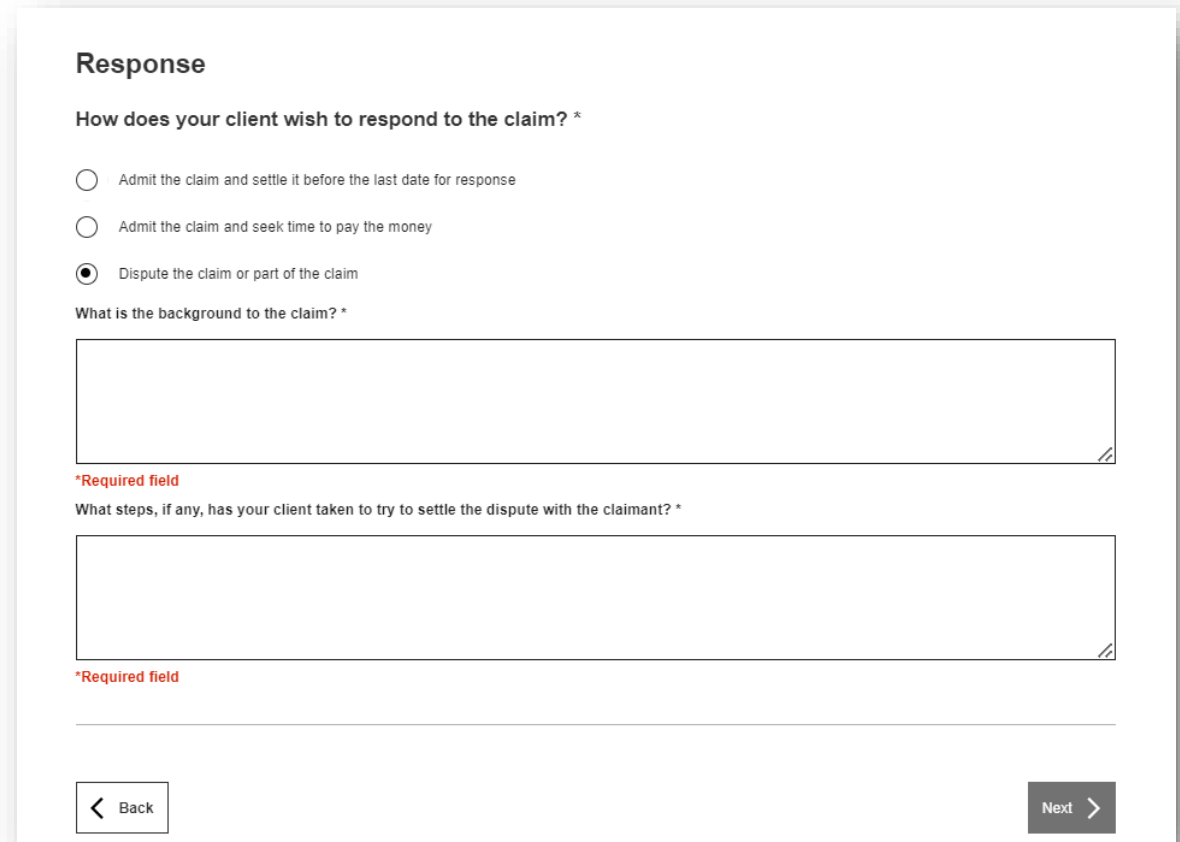
DISPUTE THE CLAIM OR PART OF THE CLAIM

If the user selects “Dispute a claim or part of the claim” then the user will be required to complete the fields shown.

“What is the background to the claim?” has a 4000 character limit and the “What steps has the claimant taken, if any, to try and settle the dispute with the claimant?” has a 4000 character limit.

Once users have completed this page and click next, they will then be brought to the following screens, Respondent & Respondents Representatives Details (see pages 19-21), Upload Supporting Documents Screen (see page 22), followed by the Summary page (see page 23), followed by the Submission Receipt page (see page 24).

These sections work in the same way regardless of the response selected so please refer to the earlier guidance pages on these for information.



Response

How does your client wish to respond to the claim? *

Admit the claim and settle it before the last date for response

Admit the claim and seek time to pay the money

Dispute the claim or part of the claim

What is the background to the claim? *

*Required field

What steps, if any, has your client taken to try to settle the dispute with the claimant? *

*Required field

Simple Procedure submission drafts

The forms in the table below have not been submitted and may be incomplete.

Type	My reference	Drafted by	Expires	
Claim	dsfs	hlorimer@sctsdev.local	18 April 2024	Delete
Response	PHD-SG1-23	hlorimer@sctsdev.local	11 April 2024	Delete
Claim	test	hlorimer@sctsdev.local	2 April 2024	Delete
Response	PHD-SG1-23	hlorimer@sctsdev.local	2 Mar 2024	Delete
Response	EDI-SG60-22	hlorimer@sctsdev.local	3 Feb 2024	Delete
Response	EDI-SG70-23	hlorimer@sctsdev.local	25 Jan 2024	Delete
Response	EDI-SG4-21	hlorimer@sctsdev.local	17 Jan 2024	Delete
Response	EDI-SG1-21	hlorimer@sctsdev.local	6 Jan 2024	Delete
Claim	4567	hlorimer@sctsdev.local	4 Jan 2024	Delete
Claim	Lor01	hlorimer@sctsdev.local	4 Jan 2024	Delete
Claim	HP2	hlorimer@sctsdev.local	11 Nov 2023	Delete

Showing 1 to 11 of 11 entries

SUBMISSION DRAFTS

When the user selects “I want to complete an unfinished / rejected simple procedure claim or response” users will be brought to this screen where they can see any claim or response that has not been fully completed and submitted and any rejected claims that the user has started reviewing but not submitted to court.

Drafts are arranged with the newest created draft appearing at the top of the list.

Users can resume drafting their claim or response by clicking on the reference number of the item they wish to continue.

NOTE:

1. Drafts are retained for 1 year from the date of creation if not submitted after this time they expire and will be automatically deleted. .

2 A user can also delete a draft should they wish to do so. After clicking delete the user will be prompted to confirm they wish to delete the draft

My cases

Status

Reference	Case name	Category	Status	Action
EDI-SG35-21	Test + others v Testing others	Simple Procedure	Registered	Submit documents
PHD-SG1-21	Hayley Test v Joe Bloggs	Simple Procedure	Registered	Submit documents
ABE-SG76-21	Hayley Test v Person Test	Simple Procedure	Registered	Submit documents
ABE-SG84-21	John Smith v Joe Bloggs	Simple Procedure	Registered	Submit documents
CAM-SG12-22	Taylor Swift v Monty Python	Simple Procedure	Registered	Submit documents
ABE-SG44-22	Hayley Lorimer v Jo Bloggs	Simple Procedure	Registered	Submit documents
AYR-SG7-22	Albus Dumbledore v Lord Voldemort	Simple Procedure	Registered	Submit documents
ALO-SG1-23	Albus Dumbledore v Rob Hardie	Simple Procedure	Registered	Submit documents
sid8709-23	Joel Test v Joel Test	Simple Procedure	Rejected	
sid22135-23	Hayley Lorimer v Jo Bloggs	Simple Procedure	Rejected	
AIR-SM62-23	Events Management + others v Jennie Munro + others	Simple Procedure	Registered	Submit documents
EDI-A2-19	Matt Emulation Ltd v Jon Doe	Debt	Registered	Submit documents
EDI-A16-19	Matt Emulation & Sons v a a	Debt	Defended	Submit documents
EDI-F132-19	aa aa v aa aa	Delivery of Child	Registered	Submit documents

If a user selects “I want to check case details or submit supporting documents in an existing case” they are brought to this screen. Here the user can view all of the current live cases for the selected office.

There is search functionality and a status filter available to assist with locating a case quickly.

Case references which are highlighted in blue are hyperlinked, meaning that case tracker functionality is available. Case tracker is only available for simple procedure actions at present. Any case reference numbers that appear in black mean the case cannot be tracked, and these cases are available on the portal for document submission only.

If a claim has been rejected by a court, then the case will be listed here, displaying a status of rejected. Users can click on the blue hyperlink reference and they will see the rejection reason(s) within the case tracker and there will be an option to begin reviewing the rejected claim.

Users can also submit documentation for cases, including ordinary actions with the exception of initiating documents such as Initial Writs and Notices of Intention to Defend (NIDs).