

COURT OF SESSION  
GUIDANCE NOTE FOR PRACTITIONERS  
25 MARCH 2020

COVID-19

1. This guidance has effect from 25 March 2020 and will cease to have effect from 20 April 2020 unless extended. The guidance will be subject to ongoing review.
2. **With effect from 25 March 2020 only essential Court of Session business will be dealt with. Essential business is:**
  - **Child abduction petitions**
  - **Applications for interim interdict**
  - **Other urgent matters on cause shown.**
3. Urgent business should be emailed to [CoSurgent@scotcourts.gov.uk](mailto:CoSurgent@scotcourts.gov.uk). Please do not use this email address for non-urgent business. The mailbox will be monitored during working hours Monday to Friday and urgent matters put before a judge for consideration. Normal out of hours provision will apply.
4. Caveats can be emailed to [CoSurgent@scotcourts.gov.uk](mailto:CoSurgent@scotcourts.gov.uk). They will be registered and a receipt returned by email.
5. New actions that will become time barred before 20 April 2020 can be emailed to [CoSurgent@scotcourts.gov.uk](mailto:CoSurgent@scotcourts.gov.uk). The initiating document will be deemed to have been lodged with the Court on the date when the email with the document attached is received at this email address.
6. Insofar as possible any such new actions will be signetted, certified as signetted and returned by email or registered and relevant orders intimated by email.

7. Documents that require to be lodged in accordance with a court timetable or interlocutor between 24<sup>th</sup> March and 17<sup>th</sup> April 2020 (subject to extension) should be emailed to the appropriate generic inbox noted below. These inboxes are not being monitored therefore the documents will not be processed for the time being. When business resumes documents will be treated as lodged on the date the email was received.

- Petitions department - [petitions@scotcourts.gov.uk](mailto:petitions@scotcourts.gov.uk)
- Family, ordinary and commercial departments - [gcs@scotcourts.gov.uk](mailto:gcs@scotcourts.gov.uk)
- Personal injury actions - [personalinjuries@scotcourts.gov.uk](mailto:personalinjuries@scotcourts.gov.uk)
- Inner house department - [innerhouse@scotcourts.gov.uk](mailto:innerhouse@scotcourts.gov.uk)

8. With regards to the Inner House, all new applications for permission/leave to appeal, motions for leave to reclaim, reclaiming motions, appeals etc. and any Inner House first instance jurisdiction work that will become time barred or in respect of which the reclaiming days will have expired before 20 April 2020 can be emailed to [CoSurgent@scotcourts.gov.uk](mailto:CoSurgent@scotcourts.gov.uk). The application, motion, appeal etc. will be deemed to have been lodged with the Court on the date when the email with the document attached is received at this email address. Where a document requires to be signed, a scanned signature will be acceptable at present; any document requiring a wet signature will require to be lodged on a later date.

*Court of Session*

25 March 2020