



GUIDANCE FOR COURT USERS

ELECTRONIC SUBMISSION OF DOCUMENTS

1. INTRODUCTION

- 1.1 This guidance has been produced by the Sheriffs Principal to achieve a consistency of approach across the sheriff courts wherever possible.
- 1.2 This guidance supersedes and replaces all previous guidance relating to the electronic submission of documents issued in any sheriffdom.
- 1.3 Chapter 1 of Schedule 1 to the Coronavirus (Recovery and Reform) (Scotland) Act 2022 enables the use of electronic signatures and the electronic transmission of court documents. Where a document requires to be signed, an electronic signature will be accepted in accordance with Schedule 1.
- 1.4 This guidance does not apply to commissary business (see the Lord President's Practice Note Number 1 of 2020 "Exception to electronic signatures and transmission of documents").

2. LODGING OF DOCUMENTS

- 2.1 Subject to paragraphs 2.5 and 2.6, only in exceptional circumstances (which require to be set out in a covering letter) or where a sheriff so directs in advance of a hearing, should documents be lodged in hard copy form. All documents and items of process

in relation to new and existing cases in the sheriff court should be lodged electronically.

2.2 Documents can be lodged electronically as follows:

- (i) Practitioners and parties may lodge a document by email using the mailbox for the relevant court set out in Appendix 1 to this Guidance;
- (ii) Practitioners may use civil online to submit documents (except initiating documents) in all types of ordinary actions. Practitioners who wish to use the civil online interface can obtain further information about this interface on the Scottish Courts and Tribunals Website or by contacting civilonlinelab@scotcourts.gov.uk. Practitioners are encouraged to use civil online wherever possible to lodge electronic documents.
- (iii) Simple procedure claim forms and all documents should be submitted using the civil online portal. Further information on how to use the civil online portal is available on the Scottish Courts and Tribunals Website.

2.3 Initiating documents or documents that require to be lodged in accordance with a court timetable or interlocutor and that are submitted electronically, either by email or using civil online, shall be deemed to have been received by the Court:

- (i) on the day of transmission or submission where that occurs before 5.00 p.m. on any day; or
- (ii) on the day after transmission or submission where that occurs after 5.00 p.m. on any day.

- 2.4 Where the rules of court require specific documents to be lodged with an initiating writ or defences, such documents should be lodged both electronically and in hard copy form. The hard copies should be accompanied by a covering letter confirming that the documents have also been lodged electronically.
- 2.5 Prior to a proof diet or a hearing at which evidence will be led, parties should arrange for hard copies of all productions to be lodged together with duplicate copies for the bench.
- 2.6 Authorities should be lodged electronically unless otherwise directed by the court.
- 2.7 The following naming convention should be used for all electronic documents to be lodged in process: Case Name – Case Reference Number – Nature of Document (e.g. A Smith v B Jones – A909-20 – Defences: D Campbell v F Gordon – F156-20 – Minute of Amendment).
- 2.8 Documents submitted electronically must be in PDF format. Multiple documents can be submitted by email however the total size of an email must not exceed 20MB. Documents submitted using civil online must not exceed 50MB in size. Where larger documents are to be submitted, enquiries should be made by email to the relevant mailbox referred to in Appendix 1 to agree a way forward with the relevant clerk of court.
- 2.9 Documents should be lodged by the date specified in court rules or in an interlocutor. Any document which is lodged late will require to be accompanied by a motion for the document to be received late.
- 2.10 Practitioners should avoid sending documents after 4.00pm the day before a hearing is scheduled to take place. Such documents will not ordinarily be prepared by the sheriff clerks and made available to the sheriff for the hearing.

- 2.11 Urgent writs, application, forms or motions should be sent electronically to the mailbox for the relevant courts set out in Appendix 1 to this Guidance and should be marked “Urgent” in the subject title of the email.
- 2.12 Should parties or practitioners have difficulties in lodging any document electronically, enquiries should be made by email to the relevant mailbox referred to in Appendix 1 to agree a way forward with the relevant clerk of court.

The Sheriffs Principal

14 October 2022

Appendix 1

Aberdeen Sheriff Court	aberdeencivilteam@scotcourts.gov.uk
Airdrie Sheriff Court	airdriecivil@scotcourts.gov.uk
Alloa Sheriff Court	alloacivil@scotcourts.gov.uk
Ayr Sheriff Court	ayrcivil@scotcourts.gov.uk
Banff Sheriff Court	banffcivil@scotcourts.gov.uk
Campbeltown SC	campbeltowncivil@scotcourts.gov.uk
Dumbarton SC	dumbartoncivil@scotcourts.gov.uk
Dumfries Sheriff Court	dumfriescivil@scotcourts.gov.uk
Dundee Sheriff Court	dundeecivil@scotcourts.gov.uk
Dunfermline SC	dunfermlinecivil@scotcourts.gov.uk
Dunoon Sheriff Court	dunooncivil@scotcourts.gov.uk
Edinburgh Sheriff Court: Ordinary Cause	edinburghordinary@scotcourts.gov.uk
Edinburgh Sheriff Court: Simple Procedure/Summary Cause	edinburghsummcause@scotcourts.gov.uk
Edinburgh Sheriff Court: Commercial	edinburghcommercial@scotcourts.gov.uk
Edinburgh Sheriff Court: Family	edinburghfamily@scotcourts.gov.uk
Edinburgh Sheriff Court: Adults with Incapacity	edinburghawi@scotcourts.gov.uk
Edinburgh Sheriff Court: Personal Injury (Non ASSPIC)	edinburghpersonalinjury@scotcourts.gov.uk
Edinburgh Sheriff Court: Children's Referrals	edinburghreferrals@scotcourts.gov.uk
Edinburgh Sheriff Court: ASSPIC e-motions	national.motions@scotcourts.gov.uk
Edinburgh Sheriff Court: ASSPIC	NationalPICourt@scotcourts.gov.uk

Elgin Sheriff Court	elgin@scotcourts.gov.uk
Falkirk Sheriff Court	falkirkcivil@scotcourts.gov.uk
Forfar Sheriff Court	forfarcivil@scotcourts.gov.uk
Fort William Sheriff Court	fortwilliam@scotcourts.gov.uk
Glasgow Sheriff Court: Ordinary/Summary Applications	glasgowcivil@scotcourts.gov.uk
Glasgow Sheriff Court: Commercial Actions	glasgowcommercialcou@scotcourts.gov.uk
Glasgow Sheriff Court: Family Actions	glasgowfamilyactions@scotcourts.gov.uk
Glasgow Sheriff Court: Adults with Incapacity	glasgowawi@scotcourts.gov.uk
Glasgow Sheriff Court: Conjoined Arrestment	glasgowcao@scotcourts.gov.uk
Glasgow Sheriff Court: Civil Appeals	glasgowcivilappeals@scotcourts.gov.uk
Glasgow Sheriff Court: Social Work Referrals	glasgowsocialworkreferrals@scotcourts.gov.uk
Glasgow Sheriff Court: Summary Cause	glasgowsummarycause@scotcourts.gov.uk
Glasgow Sheriff Court: Simple Procedure	glasgowsimpleactions@scotcourts.gov.uk
Greenock Sheriff Court	greenockcivil@scotcourts.gov.uk
Hamilton Sheriff Court	hamiltoncivil@scotcourts.gov.uk
Inverness Sheriff Court	inverness@scotcourts.gov.uk
Jedburgh Sheriff Court	jedburgh@scotcourts.gov.uk
Kilmarnock Sheriff Court	kilmarnockcivil@scotcourts.gov.uk
Kirkcaldy Sheriff Court	kirkcaldycivil@scotcourts.gov.uk
Kirkwall Sheriff Court	kirkwall@scotcourts.gov.uk
Lanark Sheriff Court	lanarkcivil@scotcourts.gov.uk
Lerwick Sheriff Court	lerwick@scotcourts.gov.uk

Livingston SC	livingstoncivil@scotcourts.gov.uk
Lochmaddy Sheriff Court	lochmaddy@scotcourts.gov.uk
Oban Sheriff Court	obancivil@scotcourts.gov.uk
Paisley Sheriff Court	paisleycivil@scotcourts.gov.uk
Perth Sheriff Court	perthcivil@scotcourts.gov.uk
Peterhead Sheriff Court	peterheadcivil@scotcourts.gov.uk
Portree Sheriff Court	portree@scotcourts.gov.uk
Selkirk Sheriff Court	selkirksc@scotcourts.gov.uk
Stirling Sheriff Court	stirlingcivil@scotcourts.gov.uk
Stranraer Sheriff Court	stranraercivil@scotcourts.gov.uk
Stornoway Sheriff Court	stornoway@scotcourts.gov.uk
Tain Sheriff Court	tain@scotcourts.gov.uk
Wick Sheriff Court	wick@scotcourts.gov.uk

