



Coronavirus

Guidance in respect of the Electronic Submission of Documents

No. 17 of 2020

1. This guidance sets out the arrangements for the electronic submission of documents in the Sheriffdom of Glasgow & Strathkelvin with immediate effect. It supersedes "Coronavirus – Guidance in respect of the Electronic Submission of Documents No. 16 of 2020" of 12 June 2020.
2. Schedule 4 Part I of the Coronavirus (Scotland) Act 2020 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 4.
3. This guidance does not apply to commissary business (see The Lord President's Practice Note No.1 of 2020 "Exception to electronic signatures and transmission of documents").
4. All documents in relation to new and existing cases in the sheriff court should be lodged electronically by e-mail to the e-mail addresses set out in Appendix 1.
5. Where the rules of court require specific documents to be lodged with an initiating writ or defences, such documents should also be sent to the court in hard copy by post with a covering letter confirming that they have been lodged electronically.
6. With the exception of those documents referred to in paragraph 5, 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.

7. The following naming convention should be used for the subject line of all e-mails submitting electronic documents to be lodged in process: Case name - Case Reference number - Nature of Document (e.g. A Smith v B Jones – A908-20 – Defences).
8. Any document lodged electronically will be deemed to have been lodged with the court on the date the e-mail is received. An automated acknowledgment of receipt will be issued.
9. Urgent writs, applications, forms or motions should be sent by electronic means to the e-mail addresses set out in Appendix 1. Such emails must carry the word 'URGENT' in the subject title of the email.
10. Only one document can be submitted with each e-mail. Documents submitted electronically must be submitted in PDF format. Each document must not exceed 21 MB in size. Where this is not possible, enquiries should be made by e-mail to the relevant mailbox referred to in Appendix 1 to agree a way forward with the relevant clerk of court.

Sheriff Principal C.D.Turnbull

24 June 2020

Appendix 1

Ordinary Actions / Summary Applications

glasgowcivil@scotcourts.gov.uk

Commercial Actions

glasgowcommercialcou@scotcourts.gov.uk

Family

glasgowfamilyactions@scotcourts.gov.uk

Adults with Incapacity

glasgowawi@scotcourts.gov.uk

Conjoined Arrestment Orders

glasgowcao@scotcourts.gov.uk

Civil Appeals

glasgowcivilappeals@scotcourts.gov.uk

Social Work Referrals

glasgowsocialworkreferrals@scotcourts.gov.uk

Summary Cause

glasgowsummarycause@scotcourts.gov.uk

Simple Procedure

glasgowsimpleactions@scotcourts.gov.uk