



S013

# The Simple Procedure Order of the Sheriff

Application to Recall received: ordering a discussion in court

This is an order of the sheriff in a case 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:**

**Date of order:**

**Claimant:**

**Respondent:**

**Case reference number:**

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The court has received an Application to Recall.

The sheriff has **given the following orders**:-

## **Discussion in court**

The sheriff wants to hear from both parties before deciding whether to recall the decision.

Both parties are **ordered** to attend a discussion at [sheriff court] on [date] at [time]. Both parties should arrive in good time at the sheriff court building.

The party making the application **must send the other party** a copy of the Application to Recall [and the Response Form] at least 5 days before the date of the discussion.

The parties **must bring with them** the Decision Form in this case. If the sheriff decides to recall the decision, the Decision Form must be given to the sheriff clerk.

The decision **must not be enforced** until the sheriff has decided the application.

At this discussion, the sheriff will expect parties to be prepared to discuss whether the decision should be recalled and what should happen next in the case if the decision is recalled. Both parties should be aware that the sheriff may decide the application even where they are not fully prepared to discuss it or in the absence of a party.

The case may be decided or dismissed in the absence of a party if that party fails to attend.

**Signed by:**

Sheriff of [sheriffdom] at [sheriff court]

