SHERIFFDOM OF LOTHIAN AND BORDERS

ACT OF COURT (CONSOLIDATION, ETC.)

1990 No 1

(As amended by Acts of Court No. 1 of 2003 and No. 2 of 2005)

I, GORDON NICHOLSON, Queen's Counsel, Sheriff Principal of Lothian and Borders, in respect that many of the Acts of Court in force within the Sheriffdom are spent or are in need of modernisation, HEREBY REPEAL all Acts of court presently in force within the Sheriffdom other than those listed in the Schedule hereto, and DIRECT that the following will be given effect on and after 1 May 1990:

PART 1 - CIVIL PROCEDURE

1 Civil jurisdiction

- (1) Where a pursuer in an ordinary cause, summary cause or small claim is unaware of any agreement to prorogate jurisdiction over the subject matter of the cause to another court, no averment to that effect need be made in the initial writ or summons as the case may be.
- (2) Where a pursuer in an ordinary cause, summary cause or small claim is unaware of any proceedings pending before another court involving the same cause of action and between the same parties as those named in the initial writ or summons as the case may be, no averment to that effect need be made in the initial writ or summons.

2. Borrowing, return and inspection of processes

- (1) Where a process or a part thereof has been borrowed it must be returned to the sheriff clerk not later than 4pm on the second working day before the date on which it is required in court.
- (2) No process or part thereof may be borrowed, nor will it be available for inspection, during the period from the foresaid time and day until the day after the date on which it is required in court.

(3) The directions in sub-paragraph (1) above do not apply where a process or a part thereof is due to be returned prior to a diet of proof in which case the process or part thereof must be returned in accordance with the provisions of rule 29.13 of the Ordinary Cause Rules.

3. Lodging of initial writs, etc.

All initial writs, petitions, summonses, motions and minutes must be lodged with the sheriff clerk not later than 4pm on the second working day before the date on which they are to appear on the appropriate rolls of the court. This direction applies only to causes commenced prior to 1 January 1994.

4. Summary cause and small claim causes - incidental applications and sist of procedure

- (1) Any incidental application under Rule 93 of the Act of Sederunt, (Summary Cause Rules, Sheriff Court) 1976, or under Rule 33 of the Act of Sederunt (Small Claim Rules) 1988, shall be lodged with the sheriff clerk along with two copies thereof. The sheriff clerk shall appoint the application to be heard at a sitting of the summary cause court or, as the case may be, the small claim court on a date which will allow notice to be given before the hearing to the other party or parties as required by said Rules, and shall mark the date and time appointed on the backing of the application and on the copies. The application and one copy will then be returned to the applicant or his representative, the remaining copy being retained by the sheriff clerk.
- (2) Not later than the time fixed for the hearing of the application the applicant or his representative shall, except in a case where intimation has been made by the sheriff clerk under Rule 33(2) of the Act of Sederunt (Small Claim Rules) 1988, return the application to the sheriff clerk along with evidence of notice having been duly given which may be
 - (a) a certificate by a solicitor of posting a copy by (i) ordinary first class post, or (ii) recorded delivery first class post, or
 - (b) a holograph acceptance of notice.
- (3) Failure to follow the above procedure may result in dismissal of the application.
- (4) Any motion to sist procedure in a summary cause or in a small claim shall be considered by the sheriff, and the sheriff clerk shall if necessary arrange for the cause to be called in court for that purpose.

5 Ordinary cause - motions

- (1) The following provisions will apply in regard to cases where all parties to an action are legally represented:-
 - (a) In all defended ordinary actions a party, before presenting any motion at the sheriff clerk's office, may transmit the principal motion to all the other parties in the action inviting them, if so advised, to mark the motion as consented to or to mark it as unopposed. Upon the motion being so marked, dated and signed, it must be returned to the originator. The motion, so docquetted, may then be presented at the civil department of the sheriff clerk's office to be laid before a sheriff in chambers.
 - (b) The sheriff when considering the motion may grant the same and sign the appropriate interlocutor, or, if he sees fit, direct that the presenter appear in support of the motion.
 - (c) Where the sheriff instructs a hearing, the motion will be put on the motion roll of the first convenient ordinary court and the date thereof be given to the presenter by a member of the sheriff clerk's staff. The presenter of the motion shall advise all other parties to the action of the date fixed for the hearing.
- (2) Except as provided in paragraph (1)(b) above the following motions shall not be enrolled for calling in the ordinary court, but shall be considered in chambers:
 - (a) Any motion in an undefended action, (other than a motion in terms of Rule 22 of the first schedule to the Sheriff Courts (Scotland) Act 1907);
 - (b) Any motion which is endorsed as unopposed in accordance with paragraph (1)(a) above other than a motion under paragraph (5) below;
 - (c) Any joint motion which disposes of an action including all questions of expenses;
- (3) Any other written motion presented in an ordinary action shall be enrolled for calling in an appropriate ordinary court. The solicitor presenting the motion shall intimate the date of calling to all other interested parties in the action by lodging the motion with the sheriff clerk, obtaining a date for calling, and intimating said date to all other interested parties in the action.
- (4) All motions under paragraph (3) above must be intimated to all other interested parties in the action before noon on the day before the motion is called in court.

(6) The directions contained in this paragraph apply only to causes commenced prior to 1 January 1994.

6. Ordinary cause motions under the Ordinary Cause Rules 1993

- (1) Where a motion is to be heard in term of rule 15.5(5) of the Ordinary Cause Rules, any document referred to in the motion or to which a party intends to refer at the hearing of the motion and which is not already lodged in process shall be lodged as a production and a copy thereof intimated to every other party not later than noon on the working day before the date assigned for the hearing of the motion.
- (2) A document which is not lodged in accordance with paragraph (1) above shall not be used at the hearing unless with leave of the sheriff on cause shown and on such conditions, if any, as to expenses or otherwise as the sheriff thinks fit.
- (3) Except in the event of an unforeseeable emergency, a motion to discharge a diet of proof, whether made of consent or not, shall be lodged in time to be heard not less than two clear working days before the diet of proof.

7. Ordinary cause motions - determination and signature by sheriff clerks

By virtue of the powers conferred by rules 12.1 and 15.4(2) of the Ordinary Cause Rules it is hereby directed as follows:

- (1) For the purpose of said rules 12.1 and 15.4(2) "the sheriff clerk" shall not include a sheriff clerk below the rank of higher executive officer save that, in any sheriff court within the sheriffdom where the senior resident sheriff clerk holds the rank of executive officer, it shall include that sheriff clerk.
- (2) The classes of interlocutor which a sheriff clerk may write and sign in terms of the said rule 12.1 shall not include any final interlocutor or any interlocutor which the sheriff concerned directs to be written or signed by him or her. Subject to the foregoing, any interlocutor dealing with a motion which has been determined by a sheriff clerk in terms of the said rule 15.4(2) shall be written and signed by that sheriff clerk.

(3) The classes of unopposed motion which a sheriff clerk may determine in terms of the said rule 15.4(2) are set out below. However, if the granting of any such motion might also involve any order relating to expenses, it shall be referred to the sheriff who shall deal with it in accordance with rule 15.4(1).

Classes of motion which may be determined by a sheriff clerk in terms of Rule 15.4(2)

- (a) A motion to authorise re-service of an initial writ in terms of rule 5.9.
- (b) A motion to recall a sist and to re-enrol a cause for further procedure.
- (c) A motion, made under rule 10.3(1), to close the record before the expiry of the adjustment period provided by rule 10.1(1).
- (d) A motion to allow an amendment of a kind specified in rule 18.1.
- (e) A motion to allow a minute of amendment to be received and answered within a specified period in terms of rule 18.3(1)(a) and (b)(ii).
- (f) A motion for an order for service of a third party notice, made under rule 20.1(1) and (2).
- (g) A motion to allow the late lodging of a notice of intention to defend and a motion to allow the late lodging of defences provided in both cases that the notice of intention to defend or the defences as the case may be is not more than three working days overdue.

8. Child welfare hearings

- (1) Where a date for a child welfare hearing is fixed in terms of rule 33.22A(1) of the Ordinary Cause Rules, any document to which a party intends to refer at the child welfare hearing and which is not already lodged in process shall be lodged as a production and a copy thereof intimated to every other party not later than noon on the working day before the date fixed for the child welfare hearing.
- (2) A document which is not lodged in accordance with paragraph (1) above shall not be used at the hearing unless with leave of the sheriff on cause shown and on such conditions, if any, as to expenses or otherwise as the sheriff thinks fit.

9. Interim hearings

- (1) Where the court has fixed a date, time and place for parties to be heard on an application for an interim order -
 - (a) the initial writ, if borrowed, shall be returned to the sheriff clerk,
 and
 - (b) any document to which a party intends to refer at the hearing and which is not already lodged in process shall be lodged as a production and a copy thereof intimated to every other party,

not later than noon on the working day before the date fixed for the hearing.

(2) A document which is not lodged in accordance with paragraph (1)(b) above shall not be used at the hearing unless with leave of the sheriff on cause shown and on such conditions, if any, as to expenses or otherwise as the sheriff thinks fit.

10 Affidavits in family actions [as substituted by Act of Court No. 1 of 2003]

When affidavits may be lodged

(1) Once the period within which a notice of intention to defend requires to be lodged has expired without such notice having been lodged, affidavits may be prepared and lodged without any order of the court.

Person before whom sworn or affirmed

(2) An affidavit is admissible if it is sworn (or affirmed) before a notary public, justice of the peace, or any person having authority to administer oaths for the place where the affidavit is sworn, such as a commissioner for oaths or a British diplomatic officer or consul abroad. A solicitor acting for a party to the action may act in a notarial capacity when an affidavit is sworn. Any person before whom an affidavit is sworn (referred to below as "the notary") must observe all the normal rules in this connection and must satisfy himself or herself as to the capacity of the witness to swear an affidavit.

Importance of affidavits

(3) The witness should be made to appreciate the importance of the affidavit and that the affidavit constitutes his or her evidence in the case. The possible consequences of giving false evidence should be explained to the witness. Before the witness signs the affidavit he or

she must have read it or the notary must have read it over to the witness.

Oath or affirmation

(4) The witness must be placed on oath or must affirm.

Form and signature of the affidavit

(5) The document should be on A4 paper. The affidavit should commence with the words "At the day of 20 , in the been presence of having solemnly Ι sworn/having affirmed give evidence as follows:". The affidavit should be drafted in the first person and should take the form of numbered paragraphs. The full name, age, address and occupation of the witness should be given in the first paragraph. The affidavit should end with the words "All of which is the truth as I shall answer to God" or "All of which is affirmed by me to be true", as appropriate. Any blanks in the affidavit must be filled in. Any insertion, deletion or other amendment to the affidavit requires to be initialled by the witness and the notary. Each page must be signed by both the witness and the notary. It is not necessary for the affidavit to be sealed by the notary.

Drafting the affidavit

- (6) An affidavit should be based on a reliable and full precognition of the witness.
- (7) The drafter of an affidavit should provide himself or herself, before drawing it, with an up to date copy of the pleadings, a copy of the appropriate precognition and the relative productions. The affidavit should be drawn so as to follow the averments in the pleadings to the extent that these are within the knowledge of that particular witness and in the same order.
- (8) Affidavits should be expressed in the words of the person whose affidavit it is, should be accurate as at the date of the affidavit and should not consist of a repetition of passages in the pleadings. It should be clear from the terms of the affidavit whether the witness is speaking from his or her own knowledge, as when the witness was present and saw what happened, or whether the witness is relying on what he or she was told by a particular person.

Productions

(9) Productions already lodged in process must be borrowed up, and put to the party or to the witness who refers to them in his or her affidavit. Each production will require to be referred to in the affidavit by its number of process and must be docqueted and signed by the witness and the notary. If a production has not yet been lodged when the affidavit is sworn, it will require to be identified by the witness in the affidavit, should be docqueted with regard to the affidavit and signed by the witness and the notary. It must then be lodged as a production. Some productions will necessarily be docqueted with regard to more than one affidavit.

- (10) In consent cases, the defender's written consent form will have to be put to the pursuer in his or her affidavit, and be identified, docqueted and signed in the same way as other productions.
- (11) In adultery cases, photographs of both the pursuer and the defender may require to be produced, put to the appropriate witnesses and be identified, docqueted and signed in the manner already described.

Date of affidavit

(12) All affidavits lodged must be of recent date. This factor is particularly important in cases involving children, cases in which financial craves are involved and in any other circumstances where the evidence of a witness or circumstances to which the witness speaks are liable to change through the passage of time. The notary must take particular care in such cases to ensure that the affidavit evidence as to such matters is correct as at the time the affidavit is sworn. Affidavits relating to the welfare of children which have been sworn more than three months prior to lodging a minute for decree are likely to be rejected by the court as out of date.

Applications relating to parental responsibilities and rights (See OCR 33.28)

- (13) In actions in which an application in terms of section 11 of the Children (Scotland) Act 1995 is before the court not fewer than two affidavits dealing with the welfare of the child(ren) should be provided, at least one of them from a person who is neither a parent nor a party to the action. These affidavits should present the court with a full picture of the arrangements for the care of the child(ren) along the lines set out in paragraph 15, adapted to suit the circumstances of the particular case. The affidavits should set out reasons why it is better that the section 11 order be made than not. The pursuer's affidavit should deal fully with the arrangements which have been made for their care, so far as within his or her knowledge. If the pursuer cannot give substantial evidence as to that it is likely to be necessary to obtain such evidence from the person who is responsible for their care.
- (14) In actions of divorce or judicial separation in which there are children of the marriage or children treated by the parties as a child of their family but in which no order in terms of section 11 in terms of the

Children (Scotland) Act 1995 is sought, the court, in terms of section 12, requires to consider whether to exercise the powers set out in sections 11 or 54 of that Act in light of the information before it as the arrangements for the child(ren)'s upbringing. Information accordingly requires to be before the court as to these arrangements. As a minimum, the affidavits of the witnesses should include the information set out in paragraphs 15 (a) to (e) below.

- (15) An affidavit dealing with the arrangements for the care of children should, where relevant, include the following:
 - (a) the qualifications of the witness, if not a parent, to speak about the child; how often, and in what circumstances the witness normally sees the child;
 - (b) the ability of those with whom the child lives to provide proper care for him or her;
 - (c) observations as to the relationship between the child and the other members of the household, the child's general appearance, interests, state of health and well-being;
 - (d) a description of the home conditions in which the child lives;
 - (e) the arrangements for contact between the child and any parent (and siblings) who do not live in the same household as the child;
 - (f) information about the school the child attends; whether the child attends school regularly; and
 - (g) details of child care arrangements during working hours, including the arrangements for such care outwith school hours.

Affidavit relating to disclosure of the whereabouts of children

(16) An affidavit sworn or affirmed in compliance with an order to disclose the whereabouts of children (in terms of the Family Law Act 1986, section 33 and OCR 33.23) will require to be drafted in such a way as to meet the requirements of the court in the circumstances of the particular case. The form of the affidavit should be as above.

Financial and other ancillary craves

(17) Affidavit evidence in support of financial craves is necessary in an undefended action. (See *Ali v Ali* 2001 SC 618, 2001 SLT 602, 2001 SCLR 485). Where financial craves are involved, the evidence should be as full, accurate and up-to-date as possible. If the evidence is insufficient the court may require supplementary evidence to be provided. If, after an affidavit has been sworn and the solicitor concerned has parted with it, a material change of circumstances occurs before decree has been granted the court must be informed forthwith. A further affidavit may have to be sworn.

- (18)The pursuer should give evidence as to his or her own financial position at the date of the affidavit. Where the pursuer gives evidence in an affidavit as to the financial position of the defender, the affidavit should state the date, as precisely as possible, at which the information was valid. The court must be provided with information which is as up-to-date as possible as to the defender's ability to pay the sums the pursuer is seeking. Where the pursuer cannot obtain recent information as to the defender's means the affidavit should state that that is the case but should contain as much material information relating to the defender's means as possible. If the pursuer is unable to provide sufficient evidence to justify the orders craved in full, in the minute for decree, after the words "in terms of crave(s) (number(s)...) of the initial writ", there may be added words such as "or such other sum (or sums) as the court may think proper".
- (19) Where the pursuer has craved a capital sum, an order for the sale of the matrimonial home, a periodical allowance, interdict or expenses, for example, and in the minute for decree does not seek decree for one or more of these, the reasons for that should be given in his or her affidavit.

Joint Minutes

(20) When parties record their agreement in a joint minute as to how financial and other ancillary craves should be dealt with by the court, the pursuer's affidavit should refer to the joint minute and indicate that he or she is content that the agreement set out in it should be given effect.

Minute for decree

(21) The minute for decree must be signed by a solicitor who has examined the affidavits and other documents. That solicitor takes responsibility therefor, whether or not he or she is the person who drew the initial writ or affidavits. The minute for decree should not be signed seeking decree of divorce or separation unless the evidence consists of or includes evidence other than that of a party to the marriage (Civil Evidence (Scotland) Act 1988, section 8(3); *Taylor v Taylor* 2000 SLT 1419; 2001 SCLR 16).'

11. Conveyancing and Feudal Reform (Scotland) Act 1970

An initial writ bearing to be under Part II of the above mentioned Act but containing a crave for interdict or interim interdict alone or along with other craves shall not be accepted for warranting without the approval of the Sheriff.

11A Social Security (Recovery of Benefits) Act 1997

- (1) On or after 5 October 1998, in all cases to which the Social Security (Recovery of Benefits) Act 1997 applies, parties seeking decree (except where that decree is sought of consent, for instance as the result of a joint minute) should lodge in process a schedule of damages stating the amount of any compensation which is claimed in respect of the relevant period under any of the headings in Column 1 of Schedule 2 to the Act.
- (2) For the avoidance of doubt, it should be noted that this requirement will apply not only to final decrees after proof but to decrees in absence, decrees by default, summary decrees, interim decree and decrees for provisional damages."

12. Copy productions for use by sheriff

- (1) Where documentary productions have been lodged in process, and are to be referred to in the course of a proof or a debate, copies of all such productions, for use by the sheriff, shall, whenever practicable, be lodged with the sheriff clerk not less than two days prior to the diet of proof or debate.
- (2) All such copy productions shall be clearly marked with their process number.
- (3) Where copies of productions are lodged with the sheriff clerk in terms of paragraph (1) above, he shall forthwith docquet the inventory of productions to show that copies have been lodged and to show the date of their lodging.

13. Authorities to be referred to at appeal hearing, proof or debate

[Repealed by Act of Court No. 2 of 2005]

14. Appeals

[Repealedby Act of Court No.2 of 2005]

PART 2 - CRIMINAL PROCEDURE

15 Judicial examinations

- (1) All judicial examinations should be put out before a full-time or floating sheriff, and not before an honorary or temporary sheriff.
- (2) In the event of a full-time sheriff not being available, application should be made to the sheriff clerk at Edinburgh, who will endeavour to arrange for a full-time sheriff from another court, whom failing a floating sheriff, to attend the court in question.
- (3) In the last resort the Sheriff Principal should be notified with a view to dispensing with the foregoing requirements if so advised.
- (4) In this context the expression "full-time" sheriff includes an honorary sheriff who holds or has held office as a full-time sheriff.

PART 3 -EDINBURGH SHERIFF COURT STANDING ADVISORY COMMITTEE

16. The Edinburgh Sheriff Court Standing Advisory Committee shall have the following constitution, functions and procedural rules -

(1)Constitution. The Committee shall consist of three sheriffs nominated by the Sheriff Principal of Lothian and Borders, three solicitors nominated by the President of the Edinburgh Bar Association, two persons of the rank of Assistant Procurator Fiscal or Procurator Fiscal Depute nominated by the Regional Procurator Fiscal of Lothian and Borders, two persons nominated by the Chief Constable of Lothian and Borders Police, those persons to be the Chief Inspector in charge of the Court and Records Department and the Sheriff Court Sergeant, and three persons of the rank of Assistant Sheriff Clerk or Sheriff Clerk Depute nominated by the Regional Sheriff Clerk of Lothian and Borders. The chairman shall be the senior sheriff present at any meeting and, failing the attendance of a sheriff, the person elected to act as chairman by the members present at the meeting. In the event of equality of votes with regard to any proposed recommendation, the chairman for the time being shall have a casting vote. The secretary of the Committee shall be a member of the sheriff clerk's staff appointed by the Regional Sheriff Clerk of Lothian and Borders to perform that office. The Sheriff Principal of Lothian and Borders, the President of the Edinburgh Bar Association, the Regional Procurator Fiscal of Lothian and Borders, the Chief Constable of Lothian and Borders Police, and the Regional Sheriff Clerk of Lothian and Borders are hereinafter referred to as "the constituents".

(2) Appointment of Secretary and Nomination and Period of Service of Members. Whenever there is any change in the appointment as secretary, the Regional Sheriff Clerk of Lothian and Borders shall intimate to the other constituents the name of the person appointed to act as secretary.

The names and addresses of the persons nominated as members of the committee shall be sent to the secretary by the constituents on or before 31 October each year. The members will serve for one year from the first day of November following their nomination and they may be re-nominated for further periods of service. In the event of the death or resignation of a member during his period of service, another person shall be nominated by his constituent to replace him for the remainder of the period.

- (3) Meetings of the committee will be held during each session of the court on such day, at such time, and in such place as shall be agreed by the members of the committee. Members of the committee will inform the secretary, a fortnight before each meeting, of matters to be included in the agenda, and the secretary will send a copy of the agenda, together with a draft minute of any previous meeting, to each member a week before the meeting. Additional meetings may be held if the committee so resolves, and the committee may appoint sub-committees from time to time which will exercise the functions delegated to them by the committee. Persons other than members may be invited to attend meetings of the committee or of sub- committees and to take part in their discussions but shall have no voting rights.
- (4) Functions of the Committee. The committee shall take into consideration any matter affecting the efficiency of the administrative arrangements of the Sheriff Court in Edinburgh which they are asked by any of the constituents or by any member of the committee to take into consideration, and shall make such recommendations as they think proper from time to time with regard to such matters to the constituents or to any of them. A recommendation of the committee shall require the approval of a meeting attended by a least one nominee of each constituent. Any such recommendation shall be communicated in writing by the secretary to the constituents or constituent concerned.

PART 4 - MISCELLANEOUS

17. Representation and wearing of gowns

- (1) Any solicitor appearing professionally at the Bar of any Sheriff Court in the Sheriffdom shall wear a gown.
- (2) Except in accordance with rule 1.3 of the Ordinary Cause Rules, rule 17(2) of the Schedule to the Act of Sederunt (Summary Cause Rules, Sheriff Court) 1976, or rule 30 of the Schedule to the Act of Sederunt (Small Claim Rules) 1988, no person other than a qualified solicitor holding a practising certificate, or a member of the Faculty of Advocates, shall be permitted to appear on behalf of a litigant at any stage of procedure.
- (3) When a trainee solicitor is allowed to represent a party in terms of the said Rule 17(2) or the said Rule 30 he shall not wear a gown.
- (4) Any party not personally present or represented in accordance with these directions at any diet shall be deemed to be absent.
- (5) Sub-paragraph (2) above is without prejudice to the right of appearance given to lawyers from member states of the European Economic Community by virtue of E.E.C. Council Directive 77/249 as implemented by the European Communities (Services of Lawyers) Order 1978 (1978/1910) and the European Communities (Services of Lawyers) (Amendment) Order 1980 (1980/1964).

18. Commissary: Applications

Where a deceased had his last place of residence within a Sheriff Court District of the Sheriffdom of Lothian and Borders, any commissary application, including an application for the appointment of executor dative relative to the said death, shall, if presented to the Commissariot of the said sheriffdom, be presented only at the sheriff court of the said district.

PART 5 - EXTENT

19. The forgoing Directions, with the exception of Direction number 16, shall apply in all the Sheriff Courts within the Sheriffdom. Direction number 16 shall apply in the Sheriff Court at Edinburgh only.

PART 6 - INTERPRETATION

20. References in this Act of Court to "the Ordinary Cause Rules" are references to the Ordinary Cause Rules 1993 contained in the Act of Sederunt (Sheriff Court Ordinary Cause Rules) 1993. Any directions in this Act of Court which are expressed as applying only to cases commenced prior to 1st January 1994 relate to causes proceeding under the Ordinary Cause Rules which were in force prior to that date.

I APPOINT this Act of Court to be inserted in the Act Books of all the Sheriff Courts in the Sheriffdom of Lothian and Borders and to be posted on the notice boards in said Sheriff Courts for publication to the lieges.

EDINBURGH 4 April 1990 (signed) GORDON NICHOLSON SHERIFF PRINCIPAL OF LOTHIAN AND BORDERS

SHERIFFDOM OF LOTHIAN AND BORDERS Act of Court (Consolidation, etc.) 1990, No. 1 (4th April 1990)¹

ARRANGEMENT OF DIRECTIONS

Part I

Civil Procedure

- 1. Civil Jurisdiction.
- 2. Borrowing, return and inspection of processes.
- 3. Lodging of initial writs etc.
- 4. Summary cause and small claims incidental applications and sist of procedure
- 5. Ordinary cause motions
- 6. Ordinary cause motions under the Ordinary Cause Rules 1993
- 7. Ordinary cause motions Determination and signature by sheriff clerks
- 8. Child welfare hearings
- 9. Interim hearings
- 10. Affidavits in family actions
- 11. Conveyancing and Feudal Reform (Scotland) Act 1970
- 11A. Social Security (Recovery of Benefits) Act 1997
- 12. Copy productions for use by sheriff
- 13. Authorities to be referred to at appeal hearing, proof or debate
- 14. Appeals

Part II

Criminal Procedure

15. Judicial examinations

Part III

Edinburgh Sheriff Court: Standing Advisory Committee

16. Constitution, function and rules

Part IV

Miscellaneous

- 17. Representation and wearing of gowns
- 18. Commissary: Applications

Part V

19. Extent

Part VI

20. Interpretation

¹ As amended by Act of Court, 2003, No. 1, issued 2 April 2003