

Supreme Courts News



AUTUMN 2022

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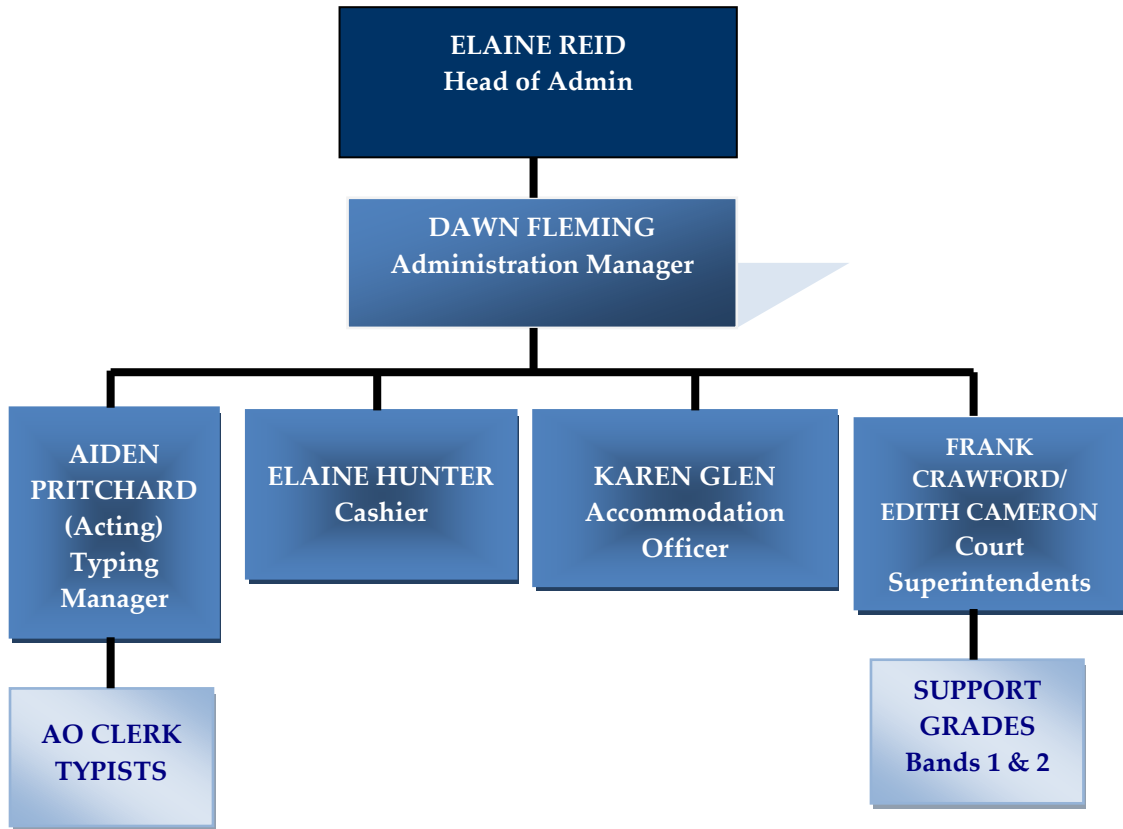


THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

www.scotcourtribunals.gov.uk

ADMIN NEWS

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR ADMIN

Administration Manager	Dawn Fleming	0131 240 6749
Accommodation Officer	Karen Glen	0131 240 6751
Cashier	Elaine Hunter	0131 240 6750
Court Superintendents	Frank Crawford Edith Cameron	0131 240 6892 0131 240 6760
Acting Typing Manager	Aiden Pritchard	0131 240 6748
Parliament House Reception		0131 225 2595

THE FIRST AIDERS



<u>Who</u>	<u>Where</u>	<u>Contact No.</u>
Edith Cameron	Court Superintendent	0131 240 6760
Gerry Ellison	Macer	0131 225 2595
Dawn Fleming	Administration	0131 240 6749
Clare Friary	OCoS	0131 225 2595
Sabine Forsyth	(Judicial) Education and Learning Manager	0131 240 6938
Attila Toth	Judicial Institute for Scotland	0131 240 6934
Jessica Flynn	Judicial Office	0131 240 6893
Jo Newby	CEO	0131 444 3312
Hayley Lorimer	Civil Lab	494001



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PHOTOCOPY COSTS



UPDATE: The agent’s photocopiers within the General Department are currently out of service and plans are in place for these to be removed. If copying is required, this can be done at the counter and charged in line with the Court of Session Fees Order.

SECURITY PASSES

Security Passes are available from the Administration Unit from 9.30 – 12.30 and 14.00 – 16.00.

Should you require a photo security pass which gains you to Parliament House and High Court, Lawnmarket building, new member of staff please remember that we need an official from your firm requesting a pass, stating the member of staff’s and that they are employed by your firm. Please ensure they have this letter when they attend the Administration Unit to have their photograph taken for the pass.



daily

access
for a
letter
name

In exceptional circumstances agents may email their letter and a passport style photo to administrationunit@scotcourts.gov.uk you will be emailed when the pass is ready for collection.

Should you require a replacement pass these are available from the Administration Unit for a fee of £5.00. We accept cash or cheques payable to “Scottish Courts & Tribunal Service”.

You can contact the Administration Unit at administrationunit@scotcourts.gov.uk or on 0131 240 6750.

Many thanks,

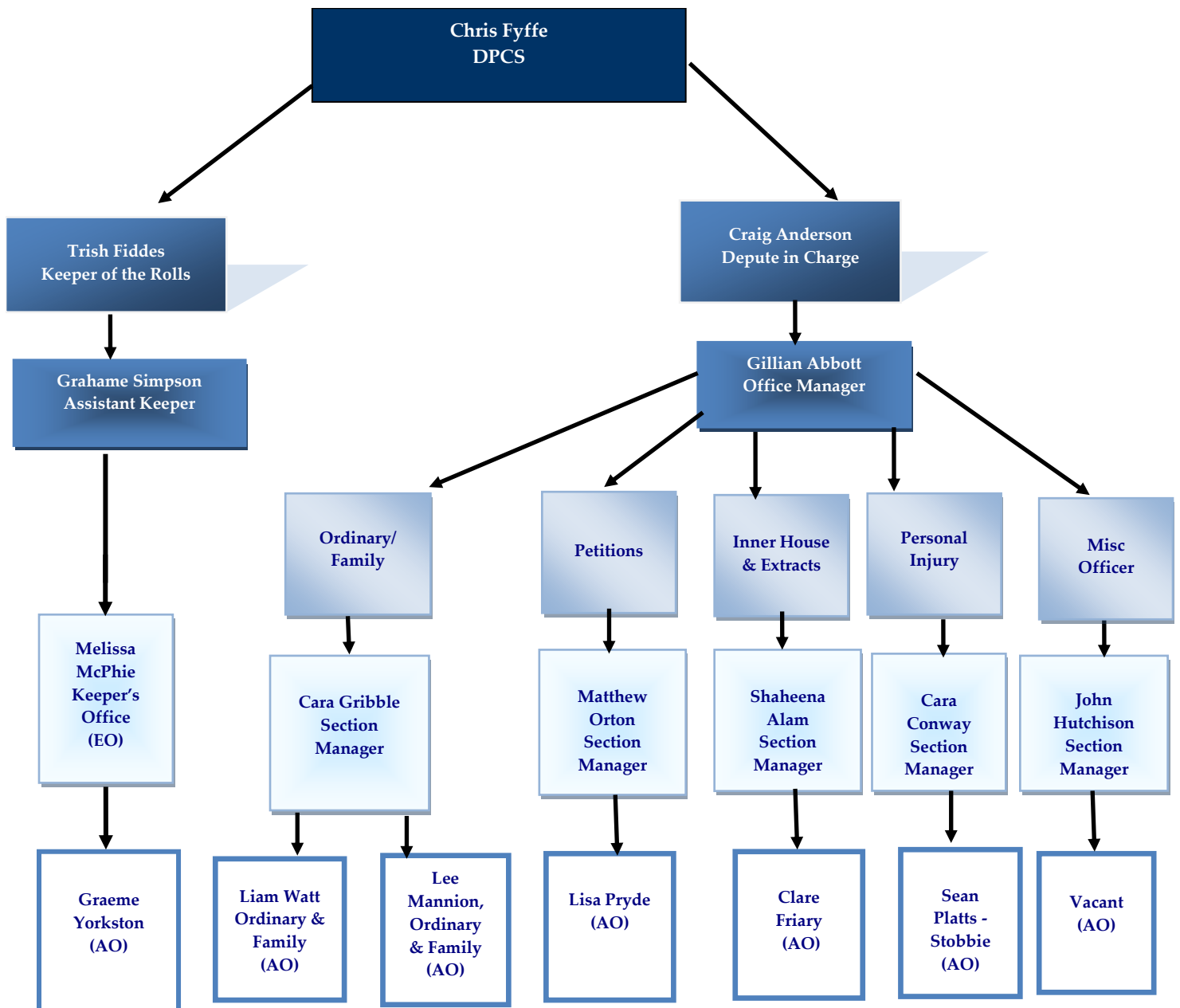
Elaine Hunter
Cashier

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OFFICES OF COURT NEWS

W/C 31ST OCTOBER 2022

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT GENERAL DEPARTMENT



DEPUTE IN CHARGE

Craig Anderson

Office Manager

Gillian Abbott 0131 240 6667

Ordinary/Family Section Manager

Cara Gribble 0131 240 6837

Ordinary, Family AO

Lee Mannion 0131 247 6667

Ordinary, Family AO

Liam Watt 0131 240 6697

PD Section Manager

Cara Conway 0131 240 6837

Personal Injury Section AO

Sean Platts Stobie 0131 240 6698

Petition Manager

Matthew Orton 0131 240 6671

Petition AO

Lisa Pryde 0131 240 6670

Inner House, Extracts & Commercial Manager

Shaheena Alam 0131 240 6878

Inner House, Extracts & Commercial AO

Clare Friary 0131 240 6741

Miscellaneous Manager

John Hutchison 0131 240 6696

FAX NUMBER

0131 240 6746



TELEPHONE CONTACT DETAILS (CONTINUED)

KEEPER OF THE ROLLS

Keeper of the Rolls

Trish Fiddes 0131 240 6736

Assistant Keeper

Grahame Simpson 0131 240 6737

Executive Officer

Melissa McPhie 0131 240 6798

Administration Officer

Graeme Yorkston 0131 240 6969

KEEPER'S OFFICE INBOX: keepers@scotcourts.gov.uk

KEEPER'S OFFICE FIXING INBOX: keepersfixing@scotcourts.gov.uk

FIXING WITHIN THE COURT OF SESSION

Agents looking fix hearings within their cases are required to complete a Court of Session fixing form. The completed fixing form should be emailed to the Keeper's Fixing inbox – keepeers@scotcourts.gov.uk

The Court of Session fixing form can be located on the Scottish Courts and Tribunal website - [court-of-session-fixing-form.doc \(live.com\)](#)

Guidance on how to complete the Court of Session fixing form, can be located within guidance section of the Court Session section on the Scottish Courts and Tribunals website –

[Court of Session - Guidance \(scotcourts.gov.uk\)](#)

Agents should be advised the fixing of hearings will be processed electronically and not in-person, as was the fixing procedure of 2019.

CHANGE OF SOLICITORS

If any agents have a name change or merge with another firm please ensure all details are provided to the Office Manager of the General Department.

The details required are:

- Name of firm
- Postal Address
- Telephone number
- Fax number
- Generic email address
- A list of each current action you are in

This allows the departments to ensure your details are up to date on the computer system and that your generic email address has been efficiently tested between your office and Court Motions Team (CMT). This also allows each current action you are involved in to be updated. However Parliament House Clerks continue to be required to physically update each action when they are requesting the action at the public counter.

IMPORTANT INFORMATION OUTSIDE OF NORMAL WORKING HOURS

If you are emailing or wish to contact us in the course of an evening, weekend or public holiday with important information about a case, that must be conveyed to the Judge outside normal working hours, please contact Parliament House reception on 0131 225 2595 and ask for the out of hours clerk. By important information we mean for example that a proof or debate is not going to proceed the following day.

COURT USERS GUIDE

New Court Users' Guide

The New Court Users' Guide outlines the basics you need to know as a customer at the Offices of the Court of Session. We hope it will be of benefit to both new and existing customers.



The New Court Users' Guide can be found on the SCTS website at the link provided below.

[court-users-guide---july-2022.pdf \(scotcourts.gov.uk\)](#)

We advise new court users/customers to read this booklet prior to contacting the Offices, as this will allow you to plan ahead, and assist us in providing an efficient service. After reading this guide, if you have any further questions or queries about procedures, please refer to the Rules of Court, any relevant Practice Notes, or contact staff members by emailing your questions to the relevant sections inbox.

We are happy to receive your comments and suggestions regarding information provided in the guide. The easiest way to contact us is via email at GCS@scotcourts.gov.uk

GENERIC E-MAIL BOXES AVAILABLE TO OFFICES OF COURT CUSTOMERS

As per the Court of Session Covid-19 Guidance Note for Court Users any queries, documents to be lodged and new actions should be submitted electronically. Please see below a list of the relevant sections email addresses and a link to the full guidance note on the SCTS website.



Ordinary, Family & Commercial – GCS@scotcourts.gov.uk

Personal Injuries – personalinjuries@scotcourts.gov.uk

Inner House Department – innerhouse@scotcourts.gov.uk

Petitions – Petitions@scotcourts.gov.uk

Court Motions Team – courtofsession.motions@scotcourts.gov.uk

Keeper's Office – keepers@scotcourts.gov.uk

Keeper's Fixing – keepersfixing@scotcourts.gov.uk

https://www.scotcourts.gov.uk/docs/default-source/default-document-library/covid19-cos-guidance-for-court-users-250422pdf.pdf?sfvrsn=6237c1bc_0

OFFICES OF THE COURT REPORTS

Management Information & Workload.

	June 2021	July 2021	August 2021		June 2022	July 2022	August 2022
Petitions lodged	95	79	87		82	80	97
Total Summonses lodged	79	94	58				
<i>Personal Injury</i>	41	46	34		42	43	51
<i>Ordinary</i>	20	24	14		18	19	23
<i>Family</i>	7	3	1		4	2	1
<i>Commercial</i>	11	21	9		4	4	5
Appeals lodged	5	6	5		3	4	7
<i>R/M's</i>	9	3	6		2	3	3
GROUP PROCEEDINGS	0	-	1		2	0	1
TOTAL ACTIONS	188	159	180		157	155	188

Waiting period for four day Personal Injury Proofs stands at 7 months* (from date defences lodged). We are currently allocating 13 June 2023 (at the time of this report)

There is currently no wait for civil jury trials and are fixed upon request.



*As agreed with practitioners at the Personal Injuries User Group.

CMT REPORT

2022	Lodged	Disposed	Dropped	Starred Motions	Average Time (Motion received to interlocutor delivered)
June	623	561	32	30	15 hrs Non- Judge 19 hrs Judge
July	586	530	19	37	13 hrs Non- Judge 17 hrs Judge
August	638	571	27	40	16 hrs Non- Judge 20 hrs Judge

JUDICIAL REVIEW PERMISSION REPORT

The below tables contain information in relation to the number of Judicial Review actions which have been allocated to Lords Ordinary for consideration of whether permission to proceed should be granted or refused.

Month	Petitions allocated for permission	Permission granted	Permission refused	Appointed to Oral Hearing	Granted at Oral Hearing	Refused at Oral Hearing
June 2022	7*	4	1	1	1	0
July 2022	10	3	0	7*	1	3
August 2022	10	6	0	4*	1	2
Total:	27*	13	1	12*	3	5

* This indicates the Oral Hearing did not take place. The reasons are;

4 JR Petition cases were dismissed via motion by the petitioner's agents.

1 JR Petition case was sisted via motion by the petitioner's agents.

The below table contains information in relation to the number of Judicial Review actions which have been allocated to Lords Ordinary for a review request following refusal of permission.

Month	Review of permission request received	Review refused without oral hearing	Review oral hearing (RoC 58.8) granted	Review oral hearing (RoC 58.8) refused	Total review requests granted
June 2022	0	0	0	0	0
July 2022	1	0	1	0	1
August 2022	0	0	0	0	0
Total:	1	0	1	0	1

SOURCE: Scottish Courts and Tribunals Management Information. The Scottish Courts and Tribunals Service uses a live operational case management system for the processing of court business. The information held on the system is structured for these operational needs, rather than for statistical reporting or research purposes. The information provided is based on the best information available from the case management system and additional locally collated figures as at the end of the week prior to publication.

CUSTOMER LIAISON MEETING

Present

Staff

Gillian Abbott (Chair) (Office Manager)

Shaheena Alam (Court Motions Team)

Lisa Pryde (Petitions Department)

Customers

Mary Allan (Brodies)

Vicky Cairns (Scottish Government)

Paula Moffat (Balfour & Manson)

Elaine Campbell (Campbell Smith)

Susan Ogilvie (DWF)

Michelle Hutson (CMS Cameron McKenna)

Gillian Abbott welcomed and thanked everyone for attending the 2nd in person Customer Liaison Meeting since the Covid pandemic, it was agreed that the meetings are preferred in person so we will carry this on for future meetings.

Staffing Update-

Gillian informed the group that Craig Anderson had been successful in the permanent post of the Officer in Charge of the Court of Session. Craig had been covering the post temporarily and has now replaced Christina Bardsley on a permanent basis.

Chris Fyffe has now replaced Diane Machin as the Deputy Principal Clerk of Session.

Gillian Abbott has now replaced John Hutchison on a temporary basis as the General Department office manager. Gillian is due to be in this post until February 2023.

Tasia Reynolds was recently successful in a temporary promotion and will leave the Personal Injury section of the Court of Session to Join the Sheriff Court on 7th November 2022.

Since the meeting on 28th September 2022, we can confirm that the CMT office have now relocated to the General Department and the E-motions will now be dealt with by the appropriate sections. Please note that all E-motions should continue to be enrolled with the Court Motions inbox.

As a result of the internal rotation within the department, the section are now as follows

Inner House Extracts & Commercial Section

innerhouse@scotcourts.gov.uk

gcs@scotcourts.gov.uk

Shaheena Alam (Section Manager)

Clare Friary

Petitions Department

Petitions@scotcourts.gov.uk

Matt Orton (Section Manager)

Lisa Pryde

Ordinary/ Family

gcs@scotcourts.gov.uk

Cara Gribble (Section Manager)

Liam Watt

Lee Mannion

PD Section

personalinjuries@scotcourts.gov.uk

Cara Conway (Section manager)

Sean Platts-Stobbie

Miscellaneous Section

John Hutchison (Section Manager)

Caveats ICMS Portal

Gillian asked the group for feedback regarding the new ICMS portal from agent's point of view as the general department are still receiving a high amount of caveats to the petitions inbox rather than them being lodged on the portal.

The feedback received was that agents are still not sure on how to use the portal and it was suggested that a Q&A with agents and ICMS in relation to the portal would be helpful. Gillian contacted Mike Rogers who agreed to take this forward.

Commercial – Lodging of documents

After a meeting between the office staff and the commercial clerks, Lisa advised the meeting that there was still an issue with certain agents lodging documents and motions direct with the commercial clerks and not with the section (gcs@scotcourts.gov.uk). It was reminded again as per the previous minutes that both documents and motions should not be lodged directly and should come through the section as the office staff are responsible for lodging these in process and marking up the inventory of process. Documents will not be processed by the clerks so there is risk your documents will not be received into process. The list of generic emails for each section can be found on the New Court users Guide.

<https://scotcourts.gov.uk/docs/default-source/cos-general-docs/court-of-session---notes-for-the-new-court-user22.pdf>

Inventory of Productions

The lodging of productions within any department must include a copy of the inventory of productions without the productions attached. Please note when lodging productions in Court of Session we require a copy of the inventory of productions without the productions attached. As per Section 26 of the Court of Session guidance note for court users, dated 25 April 2022

https://www.scotcourts.gov.uk/docs/default-source/default-document-library/covid19-cos-guidance-for-court-users-250422pdf.pdf?sfvrsn=6237c1bc_0

When lodging Productions on Objective connect, please ensure you are emailing the appropriate section with a separate inventory of productions for our records.

The external phone numbers are fixed and will be included in the next issue of the Supreme Courts News.

When interlocutors are requesting documents to be lodged, but don't have a time stipulated – the last time to lodge is 5pm.

The New Court Users Guide has been updated and is available on the court website for reference

The new fees order will be in place as of 1 July 2022 and can be found on our website

<https://www.legislation.gov.uk/ssi/2022/185/schedule/1/made>

Keepers office

Shaheena reminded customers that PD settlement forms should be lodged with the Personal Injury inbox and not directly with CMT.

Starred Motions- When enrolling an opposition with the Court, Please make sure you have Counsel Available as soon as possible, preferably in the same week. Motions that are pending for a long period of time may be dropped and will require to be re-enrolled.

Backing Sheets

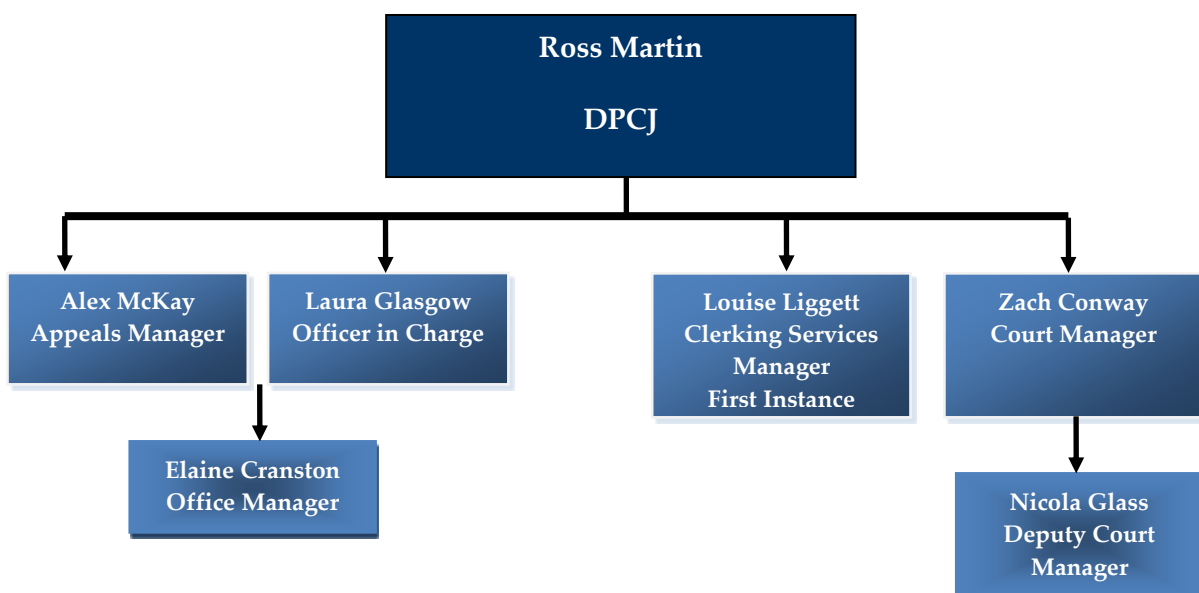
It was asked if the Court are accepting documents without a Backing sheet now that documents are being received electronically. I can confirm that yes, the Court will accept documents without a backing sheet however agents are responsible for informing the Court of a fee reference if necessary as these are normally found on the backing sheets.

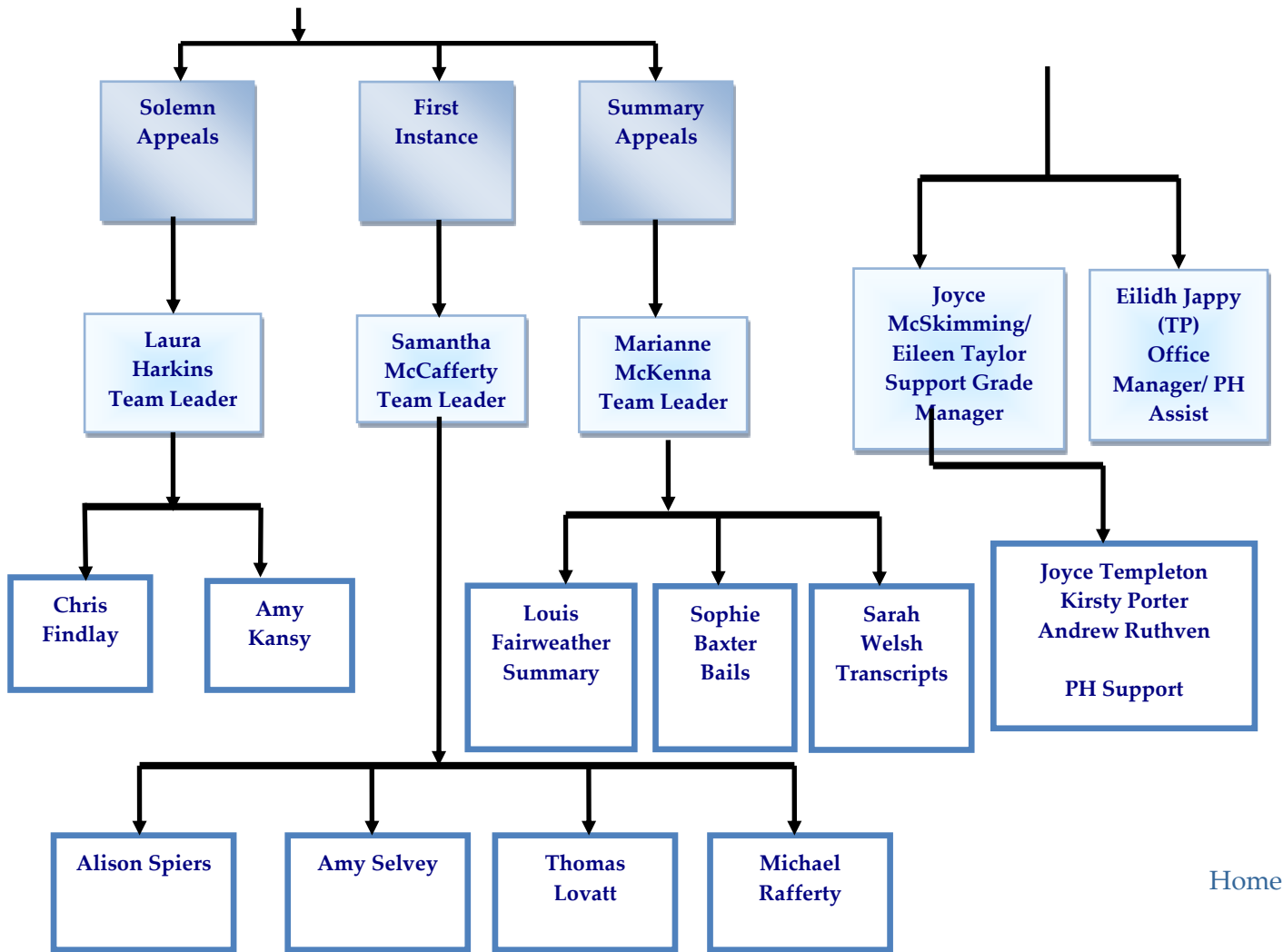
No other business was raised.

Date of next meeting will be in December 2022 and an email will be sent out nearer the time.

JUSTICIARY NEWS

WHO'S WHO





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TELEPHONE CONTACT DETAILS



Deputy Principal Clerk of Justiciary

Ross Martin 0131 240 6913

Appeals Manager

Alex McKay 0131 240 6902

Clerking Services Manager

First Instance

Louise Liggett 0131 240 6704

Officer in Charge

Laura Glasgow 0131 240 6743

Office Manager

Elaine Cranston 0131 240 6769

Lawnmarket Reception 0131 240 6920

FIRST INSTANCE

Team Leader	Sam McCafferty	0131 240 6910
AO	Alison Spiers	0131 240 6914
AO	Amy Selvey	0131 240 6739
AO	Thomas Lovatt	0131 240 6901
AO	Michael Rafferty	0131 240 6838

SOLEMN APPEALS

Team Leader	Laura Harkins	0131 240 6738
AO	Amy Kansy	0131 240 6916
AO	Chris Findlay	0131 240 6951

SUMMARY APPEALS

Team Leader	Marianne McKenna	0131 240 6870
Summary Appeals	Louis Fairweather	0131 240 6912
Bails	Sophie Baxter	0131 240 6686
Transcriptions	Sarah Welsh	0131 240 6852

TELEPHONE CONTACT DETAILS (CONTINUED)

GLASGOW HIGH COURT, SALTMARKET

Court Manager	Zac Conway	0141 559 4516
Deputy Court Manager	Nicola Glass	0141 559 4577
Office Manager/ Preliminary Hearing Assistant	Eilidh Jappy	0141 559 4553
Support Grade Managers	Joyce McSkimming /Eileen Taylor	0141 559 4578 0141 559 5017
Preliminary Hearing Support	Joyce Templeton Kirsty Porter Andrew Ruthven	0141 559 5018 0141 559 4591
Saltmarket Switchboard		0141 552 3795

GENERIC EMAIL BOXES AVAILABLE TO JUSTICIARY OFFICE CUSTOMERS

First Instance Business (except Glasgow hearings) - Highcourtrialsedinburgh@scotcourts.gov.uk

Glasgow Justiciary Office – Highcourtglasgow@scotcourts.gov.uk

Summary Appeals - Summaryappeals@scotcourts.gov.uk

Solemn Appeals - Solemnappeals@scotcourts.gov.uk

Transcripts - Transcriptions@scotcourts.gov.uk

Sheriff Bail Court – bailappealreport@scotcourts.gov.uk



COMMENTS/SUGGESTIONS BOOK



At our Edinburgh Justiciary Office counter we have a Comments/Suggestions book. Please feel free to use this or alternatively email Elaine Cranston, Justiciary Office Manager.
ecranston@scotcourts.gov.uk

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PRELIMINARY HEARINGS RELOCATION

Please note that **ALL** Preliminary Hearings and continued Preliminary Hearings are heard in the High Court in Glasgow. Edinburgh does not have a Preliminary Hearings Court; however, should a case be continued to a specific judge, it may require to call in Edinburgh. If this is the case and you have documentation to lodge prior to these hearings, they can be lodged with Edinburgh in these circumstances only.

All documentation in respect of preliminary hearings due to call in Glasgow should now be lodged direct with the Judiciary Office in Glasgow via e-mail to **highcourtglasgow@scotcourts.gov.uk**

The Judiciary Office in Edinburgh DOES NOT ACCEPT documentation which is intended for a preliminary hearing in Glasgow.

Below is a list of documents which should no longer be lodged with Edinburgh. Please note this list is not exhaustive.

- Section 75A applications in respect of PH's and CPH's (unless it is in respect of a hearing for Edinburgh or a trial in a location other than Glasgow)
- Written records
- Specification of documents
- Section 271 Applications (vulnerable witnesses)
- Section 275 Applications (unless trial diet already assigned)
- Any other documentation which would usually be lodged and dealt with at preliminary hearing stage

FIRST INSTANCE APPLICATIONS

When lodging any First Instance Applications such as S75A, S2 Minutes or Petitions for Variation of Confiscation Orders, please ensure parties are properly designated indicating the bail address or c/o HM Prison where appropriate. This is particularly helpful to the staff in our First Instance section as it draws attention to when there is a requirement to issue an extract warrant for imprisonment issued and where that requires to be sent i.e. to the holding prison, or alternatively advises if the accused is on bail.

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MAIL FOR THE SHERIFF APPEAL COURT (CRIMINAL)

It would be appreciated if customers would ensure all correspondence for the Sheriff Appeal Court (Criminal) is clearly addressed to the **Justiciary Office, Sheriff Appeal Court (Criminal) Section** as often mail for the Sheriff Appeal Court (Civil) is arriving in our department.

GPDR - REQUEST FOR SECURE EMAIL ADDRESS TO ALL SOLICITORS

In terms of Data Protection we are asking solicitors to consider registering for a free CJSM email address. Justice partners can register at (<https://www.cjsm.net>) which is a free service for professionals in the justice system to allow communication with organisations like SCTS that are on the Public Services Network. Without a CJSM address, the post is normally the preferred route unless there is an exceptional need for urgency in which case sensitive documentation can be collected at our public counter.

Notification of new CJSM addresses can be sent to the relevant generic email box for the type of business you are involved in ie

**solemnappeals@scotcourts.gov.uk, summaryappeals@scotcourts.gov.uk,
transcriptions@scotcourts.gov.uk , bailappealreport@scotcourts.gov.uk or
Highcourtrialsedinburgh@scotcourts.gov.uk**

OPENING HOURS

The **ADMINISTRATION UNIT, OFFICES OF COURT and JUSTICIARY OFFICE** opening hours are:



Monday	10.30 – 17.00
Tuesday – Thursday	9.00 – 17.00
Friday	9.00 – 16.45

Please note these offices are closed each Monday morning until 10.30 to carry out Staff Training.



The **KEEPER OF THE ROLLS OFFICE** opening hours are:

Monday	10.30 – 17.00
Tuesday – Thursday	9.00 – 17.00
Friday	9.00 – 16.45

The opening times within the Keeper of the Rolls Office for **FIXING DIETS** is:

Monday:
10.30 – 12.30 & 14.30 – 16.00

Wednesday & Friday:
10.00 – 12.30 & 14.30 – 16.00



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HOW TO COMPLAIN OR GIVE FEEDBACK

When you are in this building you are entitled to a good standard of service.

If you wish to complain about the service you receive, you may do this within six months:

- of the action or inaction you want to complain about, or

- of finding out that you have a reason to complain, but no longer than 12 months after the action or inaction itself.

When complaining please tell us:

- your full name and address
- as much as you can about the complaint and what has gone wrong
- how you want us to resolve the matter
- your preferred way of being contacted by us about your complaint.

To make a complaint, please contact a member of staff at the public counters within Offices of the Court of Session, Justiciary Department or the Administration Department or alternatively in writing to:

ADMINISTRATION UNIT	OFFICES OF THE COURT OF SESSION	JUSTICIARY OFFICE/SALTMARKET
Mrs Elaine Reid Head of Administration Parliament House Parliament Square Edinburgh EH1 1RQ	Mr Craig Anderson Depute in Charge Parliament House Parliament Square Edinburgh EH1 1RQ	Mrs Laura Glasgow Depute in Charge Parliament House Parliament Square Edinburgh EH1 1RQ

OR By phoning 0131 225 2595

OR By e-mailing supreme.courts@scotcourts.gov.uk

Other feedback and compliments may be submitted in the same way.

Information about the SCTS complaints system may be found at:

<http://www.scotcourts.gov.uk/footer-pages/bottom-menu-bar/complaints-and-feedback/scs-complaints-procedure> or on request from the above.

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WHAT DO YOU THINK?

The Supreme Courts continually seek to improve the service and choice for their customers and partners. In order to improve the quality of information we provide about our performance we would like to offer you the opportunity to comment on the content of this document. Please read the following questions and pass your views and comments to us by fax, email or letter using the details given below:

1. Was the content of this newsletter clear?
2. To what extent does the information meet your needs?
3. Did it cover aspects which you are interested in or you feel are relevant?
4. What other relevant issues or information do you feel should be included or covered in the next quarter's issue?

Send your views to:

ADMINISTRATION UNIT

Letter:	D Fleming Supreme Courts Parliament House Parliament Square Edinburgh EH1 1RQ	Email:	dfleming@scotcourts.gov.uk
		Telephone:	0131 240 6750

OFFICES OF THE COURT OF SESSION

Letter:	G Abbott Court of Session Parliament House Parliament Square Edinburgh EH1 1RQ	Email	gabbott@scotcourts.gov.uk
		Fax:	0131 240 6746
		Telephone:	0131 240 6696

JUSTICIARY OFFICE

Letter:	E Cranston High Court of Justiciary Parliament House Parliament Square Edinburgh EH1 1RQ	Email	ecranston@scotcourts.gov.uk
		Fax:	0131 240 6915
		Telephone:	0131 240 6769

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