

Supreme Courts News



SPRING 2019

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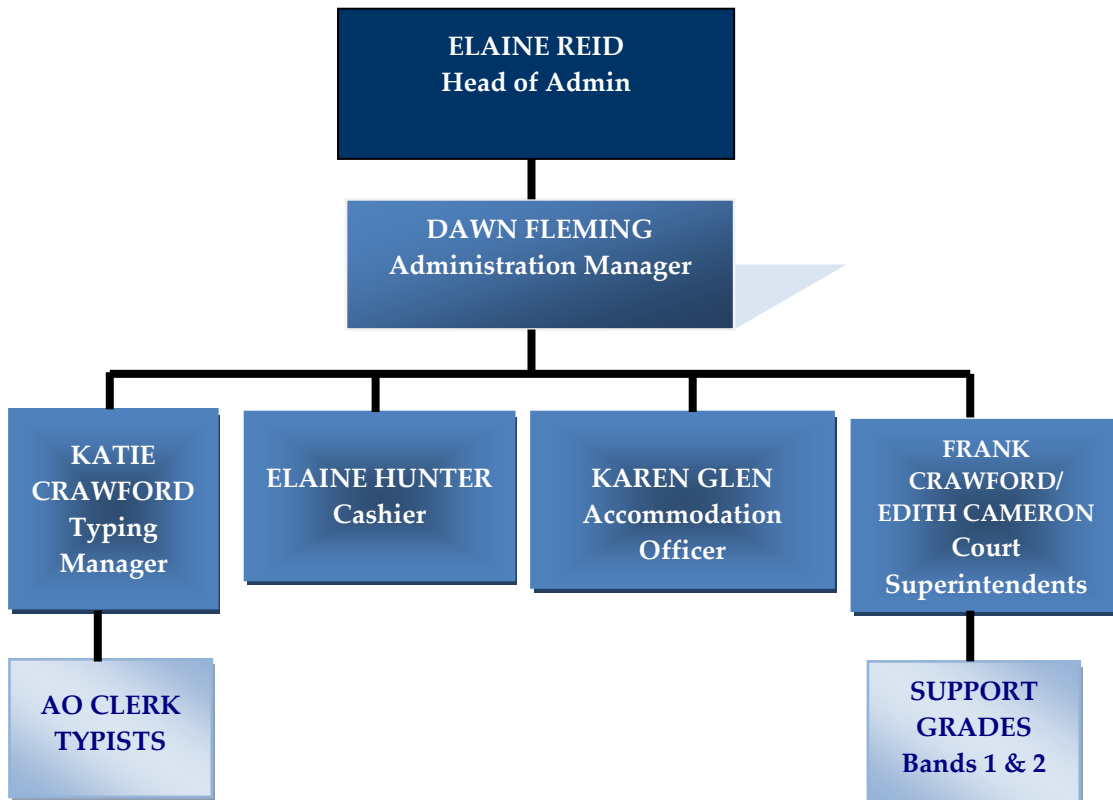


THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

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
Typing and Secretarial Manager	Katie Crawford	0131 240 6772
Parliament House Reception		0131 225 2595

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THE FIRST AIDERS



<u>Who</u>	<u>Where</u>	<u>Contact No.</u>
Dawn Fleming	Administration Manager	406749
Gerald Ellison	Justiciary Office	406909
Carrie Fusco	Chief Executive's Office	406955
Kirsty Hoyle	Offices of Court of Session	406669
Barbara MacDonald	Reception	Dial 0
Tom Sadler	FIDC	Dial 0
Esther Tatton	Typing Pool	406944
Elaine Walls	Support Grade	406894
Sarah Welsh (Not available Wed)	Justiciary Office	406903
Emma Wheelan	FIDC	Dial 0
Baktosch Gillan	Judicial Comms	406707
Joyce Templeton	Saltmarket, Glasgow	0141 559 4526
Shaneese Harvey	Saltmarket, Glasgow	0141 559 4526

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PHOTOCOPY COSTS



Please note that PIN numbers are used to work the photocopying machines located within the General Department waiting area. PIN numbers cost £100 and this will entitle the firm to 5000 copies. When the firm uses all of their copies then a further £100 will be charged.

Please ensure that PIN numbers are given out to those who need to know it within your firm. If you are having any difficulty using your PIN please contact the Administration Department for assistance.

Any new solicitors firms wishing to use this facility please contact the Administration Department on 0131 240 6750.

SECURITY PASSES

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

Should you require a photo security pass which gains you access to Parliament House and High Court, Lawnmarket building, for a new member of staff please remember that we need an official letter from your firm requesting a pass, stating the member of staff's name 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.



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,

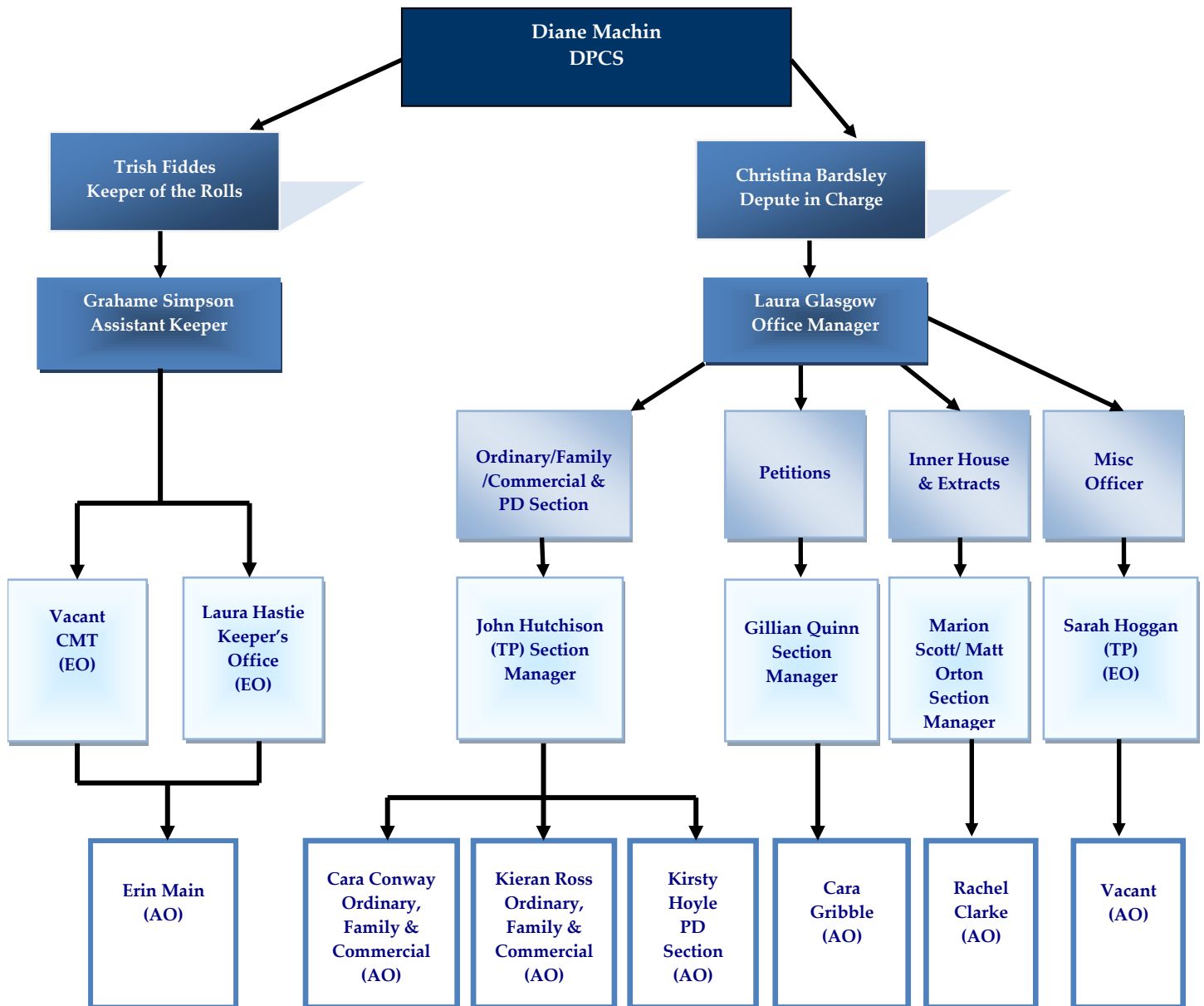
Elaine Hunter
Cashier

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OFFICES OF COURT NEWS

W/C 1ST APRIL 2019

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT



W/C 1ST APRIL 2019

GENERAL DEPARTMENT

DEPUTE IN CHARGE

Christina Bardsley 0131 240 6740

Office Manager

Laura Glasgow 0131 240 6743

Ordinary/Family/Commercial & PD Section Manager

John Hutchison 0131 240 6667

Personal Injury Section AO

Kirsty Hoyle 0131 240 6669

Ordinary, Family & Commercial AO

Cara Conway 0131 240 6878

Ordinary, Family & Commercial AO

Kieran Ross 0131 240 6853

Misc Officers

Sarah Hoggan 0131 240 6741

PETITION, INNER HOUSE & EXTRACTS DEPARTMENT

Petition Manager

Gillian Quinn 0131 240 6747

Petition AO

Cara Gribble 0131 240 6747

Inner House & Extracts Manager

Marion Scott/
Matt Orton 0131 240 6748

Inner House & Extracts AO

Rachel Clarke 0131 240 6874

FAX NUMBER

0131 240 6746



TELEPHONE CONTACT DETAILS (CONTINUED)

KEEPER OF THE ROLLS AND COURT MOTIONS TEAM

Court Motions Team Clerk

Vacant 0131 240 6662

Keeper of the Rolls

Trish Fiddes 0131 240 6736

Assistant Keeper

Grahame Simpson 0131 240 6737

Executive Officer

Laura Hastie 0131 240 6738

Administration Officer

Erin Main 0131 240 6794

KEEPER OFFICE INBOX: keepers@scotcourts.gov.uk

COURT MOTIONS TEAM INBOX: session.motions@scotcourts.gov.uk

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, so please make sure you have the most up-to-date copy available, which currently is November 2018.



Hard copies of the guide were put in all of the agents' pigeon holes, and there are also copies available in the waiting areas, as well as on the SCTS website.

We advise new court users/customers to read this booklet prior to attending at the Offices, as this will allow you to plan ahead, assisting us in keeping waiting times to a minimum.

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 approach staff members serving at the counter with your questions.

I am happy to receive your comments and suggestions regarding information provided in the guide. The easiest way to contact me is via email on rclarke@scotcourts.gov.uk

Many thanks,

Rachel Clarke
Misc Officer

GENERIC E-MAIL BOXES AVAILABLE TO OFFICES OF COURT CUSTOMERS

Commercial – commercial@scotcourts.gov.uk

Personal Injuries – personalinjuries@scotcourts.gov.uk (PD forms only)

Inner House Department – innerhouse@scotcourts.gov.uk

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



COURT OF SESSION FEES ORDER 2019

Please note that the Court of Session Fees will increase with effect from Monday 1st April 2019. The new fee order can be found on our website at

<http://legislation.gov.uk/ssi/2018/83/schedule/2/made>

Many thanks

Laura Glasgow

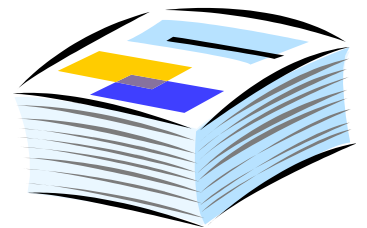
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OFFICES OF THE COURT REPORTS

Management Information & Workload

	Dec 2017	Jan 2018	Feb 2018		Dec 2018	Jan 2019	Feb 2019
Petitions lodged	111	105	110		80	105	111
Total Summonses lodged	85	73	72		64	85	112
<i>Personal Injury</i>	37	48	39		35	49	45
<i>Ordinary</i>	40	15	23		15	23	27
<i>Family</i>	4	5	5		4	7	4
<i>Commercial</i>	4	5	5		10	6	36
Appeals lodged	10	8	8		5	3	10
<i>R/M's</i>	7	6	8		7	6	5
TOTAL ACTIONS	213	186	190		156	199	238

Waiting period for four day Personal Injury Proofs stands at 7 months* (from date defences lodged). We are currently allocating 15th October 2019 (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

	Lodged	Disposed	Dropped	Starred Motions	Average Time (Motion received to interlocutor delivered)
December 2018	442	407	12	23	3.8 hrs Non- Judge 26.9 hrs Judge
January 2019	527	471	28	28	3.3 hrs Non-Judge 21.3 hrs Judge
February 2019	507	435	32	40	3.8 hrs Non-Judge 23.7 hrs judge

OFFICE OF COURT QUEUE TIMES

The average queue times on the public counters in the departments within the Offices of the Court of Session, over the past three months are:

	Dec 2018	Jan 2019	Feb 2019
Ordinary & Family (& Commercial as of Jan 2019)	2	5	7
Commercial	2	N/A	N/A
Personal Injury	3	3	4
Petitions Department	3	4	3
Inner House & Extracts Department	2	3	2

The above times are calculated as the average waiting time of each section over each month, therefore customers may find they can wait a little longer than the times shown. The sections within the department continually monitor the queue systems and times.

Any feedback or suggestions regarding the queue times from our customers is always greatly appreciated. Please speak to a member of staff or alternatively complete one of the yellow suggestion cards which are situated throughout the department waiting areas.

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CUSTOMER LIAISON MEETING

Our quarterly Customer Liaison Meeting took place on 13th March 2019. It was agreed at the launch of the meetings back in January 2016 that the outcomes from the meeting would be published in the Supreme Courts News (SCN).

The Administration Unit brought up the issue regarding access to the building through the door at the signet library in to Parliament Hall. Michael reminded all people using the door that it is only for pass holders and anybody that does not have a pass must go through security at door 11. Michael advised that if this security breach continued security passes of people allowing non pass holders through could be removed.

Court Motions Team

Court Motion Team have had a number of cases recently where backing sheets have not been provided with the accompanying documents when lodging motions. This has been causing the staff considerable time to email agents back and then wait for backing sheets to be sent up.

Backing sheets are also required to be marked up as intimated. Again we have had a number of documents sent in without the accompanying documents being marked up as intimated.

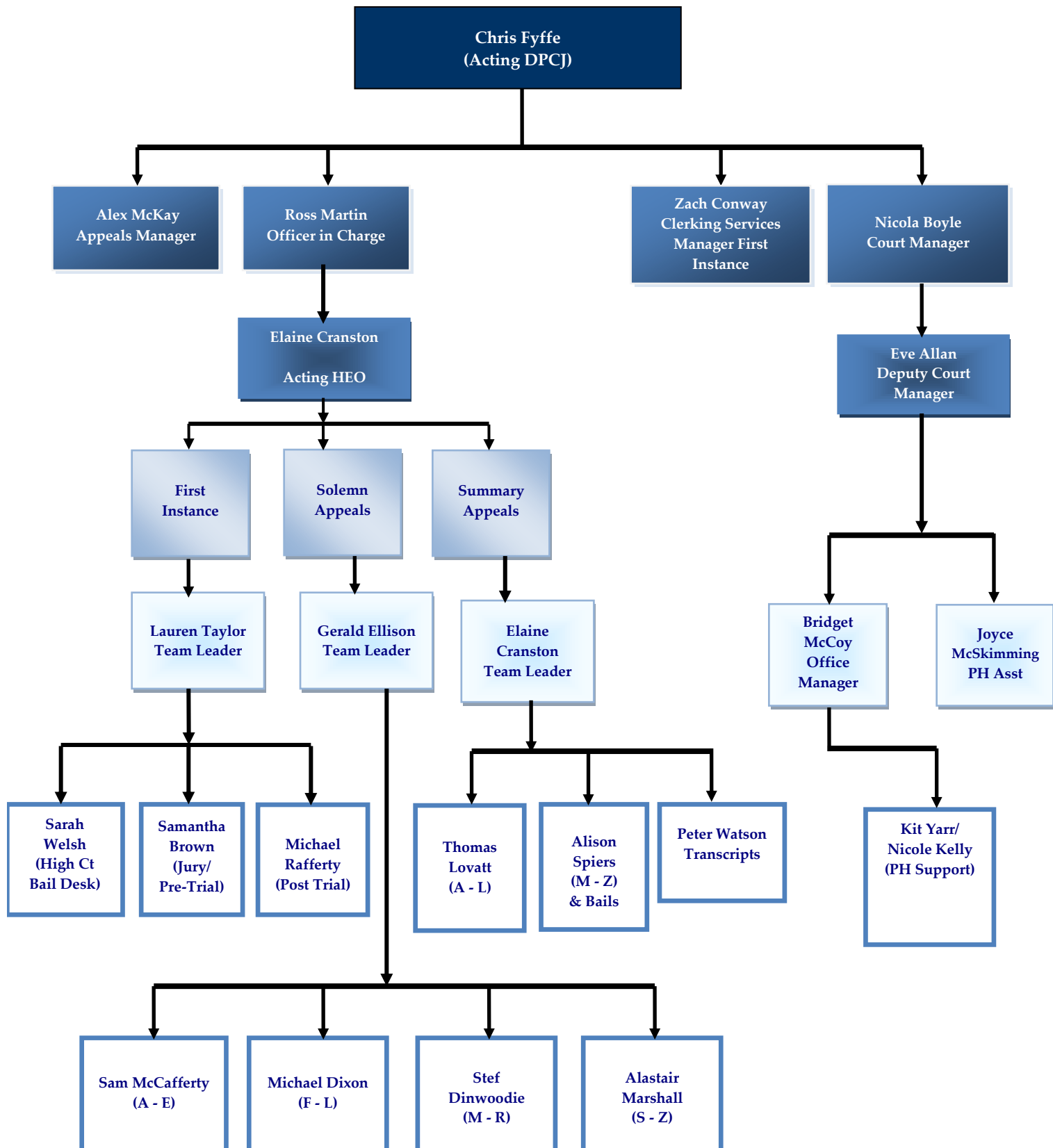
Can we also ask all agents to keep their records up to date when cases are transferred as we are receiving numerous actions with previous reference numbers and this costs us time when looking for processes as we are looking in the wrong sections.

Date of next meeting — June 2019

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JUSTICIARY NEWS

WHO'S WHO



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TELEPHONE CONTACT DETAILS



Deputy Principal Clerk of Justiciary

Chris Fyffe (TP) 0131 240 6869

Appeals Manager

Alex McKay 0131 240 6902

Clerking Services Manager

0131 240 6605

First Instance

Zach Conway

Officer in Charge

Ross Martin 0131 240 6913

Office Manager

Elaine Cranston (TP) 0131 240 6905

Lawnmarket Reception

0131 240 6920

FIRST INSTANCE

Team Leader	Lauren Taylor	0131 240 6907
Jury/Pre-Trial	Samantha Brown	0131 240 6946
Post-Trial	Michael Rafferty	0131 240 6852
First Instance Bails	Sarah Welsh	0131 240 6953

SOLEMN APPEALS

Team Leader	Gerald Ellison	0131 240 6909
(A – E)	Sam McCafferty	0131 240 6910
(F – L)	Michael Dixon	0131 240 6958
(M – R)	Stef Dinwoodie	0131 240 6911
(S – Z)	Alastair Marshall	0131 240 6947

SUMMARY APPEALS

Team Leader	Elaine Cranston	0131 240 6912
(A – L)	Thomas Lovatt	0131 240 6901
(M – Z) (Bails)	Alison Speirs	0131 240 6914
Transcriptions	Peter Watson	0131 240 6903

TELEPHONE CONTACT DETAILS (CONTINUED)

GLASGOW HIGH COURT, SALTMARKET

Court Manager	Nicola Boyle	0141 559 4516
Deputy Court Manager	Eve Allan	0141 559 4577
Office Manager	Bridget McCoy	0141 559 4572
Preliminary Hearing Assistant	Joyce McSkimming	0141 559 4578
Preliminary Hearing Support	Nicole Kelly	0141 559 4553
	Kit Yarr	0141 559 4544
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

Jurors – Edinburghhcjurors@scotcourts.gov.uk

Sheriff Bail Court – bailappealreport@scotcourts.gov.uk

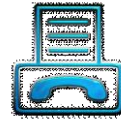


Enquiries by email to the above boxes will be accepted however it should be noted that all documents require to be lodged at the counter for the Edinburgh Justiciary Office, or sent by post. Time limits will NOT be preserved when sending documents by fax or scanning by email.

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FAX NUMBER

Please note the fax number for Justiciary Office is 0131 240 6915.



It would be appreciated if all customers could type the case reference (where known) on all correspondence.

COMMENTS/SUGGESTIONS BOOK



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

REMINDER

When lodging documents for an appeal we require the principal and copies for the judges (three copies for a conviction appeal and two copies for a sentence appeal).

When lodging documents such as authorities which require to be sent out in judges' bags, they must be lodged by 3.45pm at the latest. We are unable to accept any documents lodged after this time if it is for the following day. You will be advised to take them to court in advance of the hearing and ask the clerk of court to pass copies to the judges.

Documents must be lodged in binders with dividers where necessary and the pages within paginated for ease of reference. The binder should have the name and reference for the case clearly marked on the spine and, where known, the date of the appeal hearing. Any covering letters should clearly state the date of appeal hearing, if known.

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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 no longer has 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 or e-mailed direct to **highcourtglasgow@scotcourts.gov.uk**

The Judiciary Office in Edinburgh NO LONGER ACCEPT documentation which is intended for a preliminary hearing in Glasgow. Any documentation received for Glasgow by post will be returned to sender.

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.

MONDAY MORNINGS

The Justiciary office is closed on Monday mornings until 10.30am for Staff training.

OUT OF HOURS MAIL SYSTEM – WITHDRAWN

The Out of Hours mail system for the Justiciary office has been withdrawn. All mail for Justiciary Office will require to be lodged during office hours i.e. Mon 10.30-5, Tue-Thu 9-5, Fri 9-4.45.

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**

ACCESS ALL AREAS

YOU SAID WE DID



There have been **three** comments received in the customer suggestion/comment boxes so far in 2019. These two comments and our responses were placed on the Comments board in the Offices of Court.

If a comment card is filled in anonymously, or is felt to be of interest to other customers, then we will display it on the board.

Please remember to make any suggestions, including any idea you may have to improve the service we provide.

The yellow comment cards are located around the departments and should be utilised by customers. The comment cards can be completed anonymously or you can insert your contact details so that we can respond directly back to you. All comments are welcomed and appreciated.

Many thanks.

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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



The **COURT MOTIONS TEAM** opening hours are:

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



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

Mrs Elaine Reid
Head of Administration
Parliament House
Parliament Square
Edinburgh EH1 1RQ

OFFICES OF THE COURT OF SESSION

Miss Christina Bardsley
Depute in Charge
Parliament House
Parliament Square
Edinburgh
EH1 1RQ

JUSTICIARY OFFICE/SALTMARKET

Mr Ross Martin
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:	L Glasgow Court of Session Parliament House Parliament Square Edinburgh EH1 1RQ	Email	lglasgow@scotcourts.gov.uk
		Fax:	0131 240 6746
		Telephone:	0131 240 6743

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 6905

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