

# Supreme Courts News



SUMMER 2022

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THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

[www.scotcourtribunals.gov.uk](http://www.scotcourtribunals.gov.uk)

## NOTICE

WITH EFFECT FROM 1 JULY 2022 THE NEW FEES ORDER HAS NOW TAKEN EFFECT.

THE NEW FEES ORDERS AFFECT THE COURTS, TOGETHER WITH THE OFFICE OF THE PUBLIC GUARDIAN. MANY OF THE FEES WE CHARGE HAVE INCREASED AS A RESULT OF THE NEW ORDERS.

THE ORDERS INTRODUCE SEVERAL SUBSTANTIVE CHANGES AND SOME MINOR AMENDMENTS TO CERTAIN FEES. UPDATES TO FEES NARRATIVES HAVE BEEN MADE TO ENSURE THAT THEY ARE AS CLEAR AND CONSISTENT AS POSSIBLE MAKING THEM EASIER TO UNDERSTAND AND ADMINISTER.

EACH OF THE CURRENT FEES ORDERS ARE REVOKED AND REPLACED BY THE EQUIVALENT 2022 ORDERS.

THE NEW ORDERS HAVE BEEN PUBLISHED ON THE INTERNET AND CAN BE FOUND VIA THE LINK BELOW.

Fees Orders ([scotcourts.gov.uk](http://scotcourts.gov.uk))

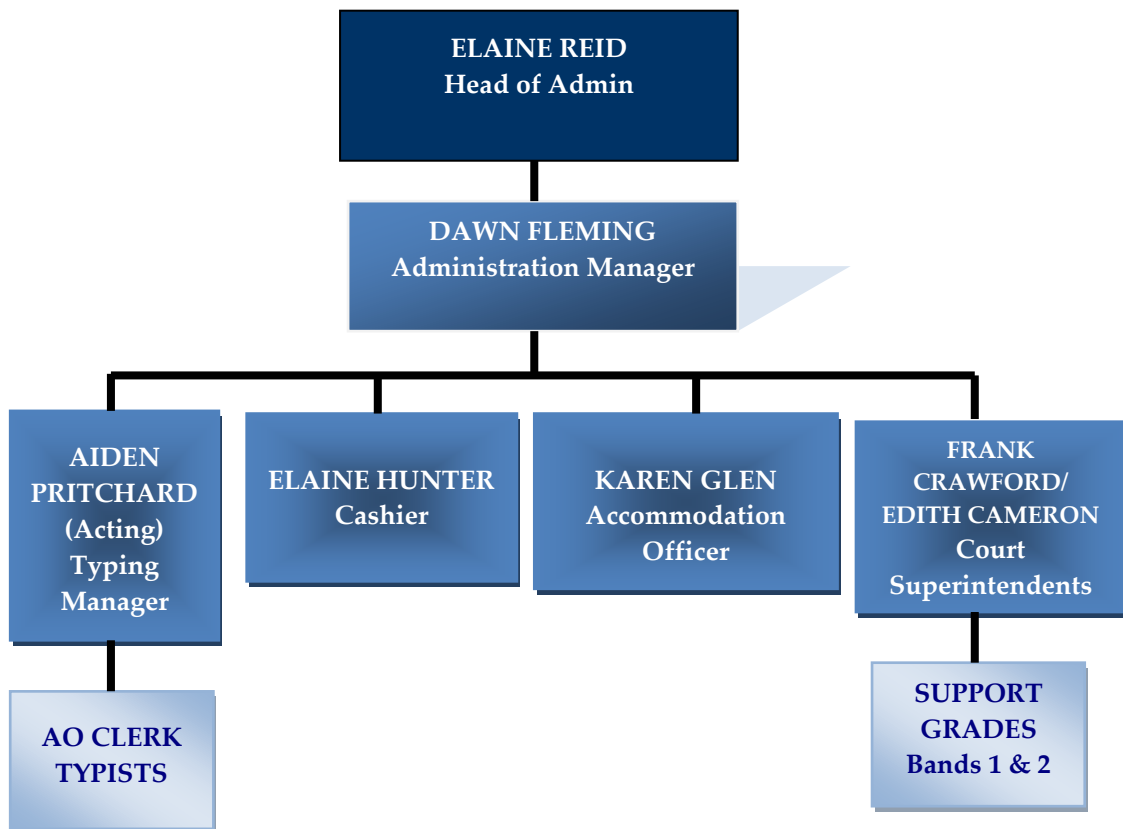
MANY THANKS

JOHN HUTCHISON

OFFICE MANAGER, COURT OF SESSION

# 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

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## 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
Tasia Reynolds	OCoS	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	226934
Jessica Flynn	Judicial Office	226893
<b>Scottish Land Court</b>		
Nikki Brennan	George House	0131 271 4367



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## PHOTOCOPY COSTS



Please note that the agent's photocopiers within the General Department are currently out of service. We are working with our partners to try to resolve the issue as soon as possible however have been unable to get an indication from them as to how long this could take.

## 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](mailto: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](mailto:administrationunit@scotcourts.gov.uk) or on 0131 240 6750.

Many thanks,

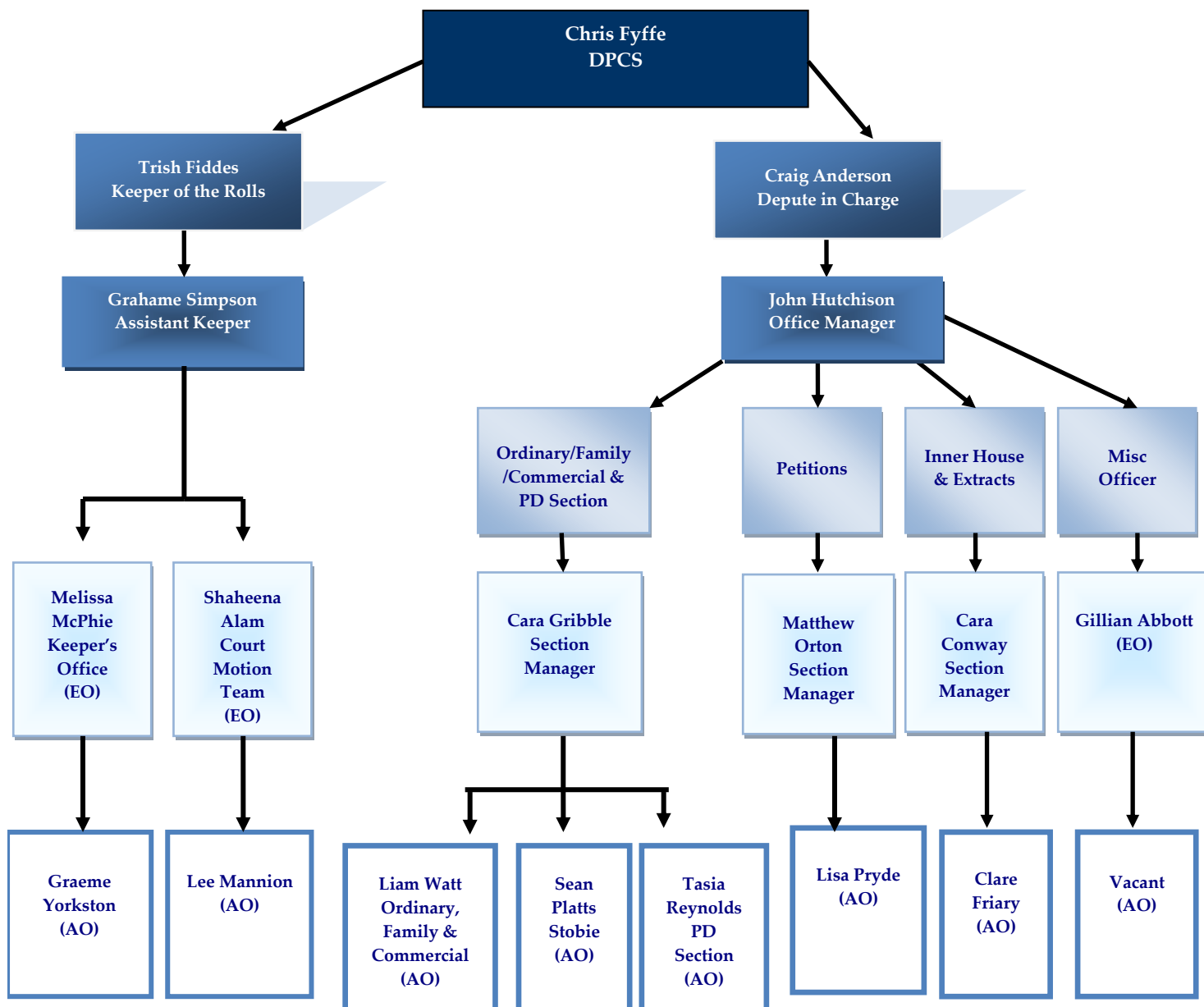
Elaine Hunter  
Cashier

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# OFFICES OF COURT NEWS

W/C 25 JULY 2022

## WHO'S WHO



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## TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT GENERAL DEPARTMENT



### DEPUTE IN CHARGE

Craig Anderson

### Office Manager

John Hutchison 0131 240 6667

### Ordinary/Family

#### & PD Section Manager

Cara Gribble 0131 240 6837

### Personal Injury Section AO

Sean Platts Stobie 0131 240 6698

### Personal Injury Section AO

Tasia Reynolds 0131 247 6667

### Ordinary, Family AO

Liam Watt 0131 240 6697

### Petition Manager

Matthew Orton 0131 240 6671

### Petition AO

Lisa Pryde 0131 240 6670

### Inner House, Extracts & Commercial Manager

Cara Conway 0131 240 6878

### Inner House, Extracts & Commercial AO

Clare Friary 0131 240 6741

### Miscellaneous Manager

Gillian Abbott 0131 240 6696

### FAX NUMBER

0131 240 6746



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## TELEPHONE CONTACT DETAILS (CONTINUED)

### KEEPER OF THE ROLLS AND COURT MOTIONS TEAM

#### Keeper of the Rolls

Trish Fiddes 0131 240 6736

#### Assistant Keeper

Grahame Simpson 0131 240 6737

#### Executive Officer

Melissa McPhie 0131 240 6798

#### Executive Officer

Shaheena Alam 0131 240 6947

#### Administration Officer

Lee Mannion 0131 240 6735

#### Administration Officer

Graeme Yorkston 0131 240 6969

**KEEPER'S OFFICE INBOX:** [keepers@scotcourts.gov.uk](mailto:keepers@scotcourts.gov.uk)

**KEEPER'S OFFICE FIXING INBOX:** [keepersfixing@scotcourts.gov.uk](mailto:keepersfixing@scotcourts.gov.uk)

**COURT MOTIONS TEAM INBOX:** [session.motions@scotcourts.gov.uk](mailto:session.motions@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](mailto: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.

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# 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. We are currently working on an updated version to incorporate all the recent changes over the past years and once complete this will replace the current version on the SCTS website.



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](mailto: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](mailto:GCS@scotcourts.gov.uk)

Personal Injuries – [personalinjuries@scotcourts.gov.uk](mailto:personalinjuries@scotcourts.gov.uk)

Inner House Department – [innerhouse@scotcourts.gov.uk](mailto:innerhouse@scotcourts.gov.uk)

Petitions – [Petitions@scotcourts.gov.uk](mailto:Petitions@scotcourts.gov.uk)

Court Motions Team – [courtofsession.motions@scotcourts.gov.uk](mailto:courtofsession.motions@scotcourts.gov.uk)

Keeper's Office – [keepers@scotcourts.gov.uk](mailto:keepers@scotcourts.gov.uk)

Keeper's Fixing – [keepersfixing@scotcourts.gov.uk](mailto:keepersfixing@scotcourts.gov.uk)

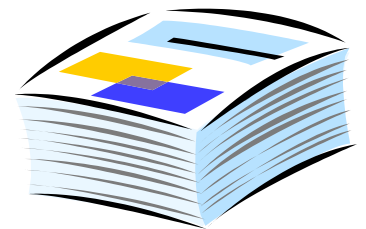
[https://www.scotcourts.gov.uk/docs/default-source/default-document-library/covid19-cos-guidance-for-court-users-250422pdf.pdf?sfvrsn=6237c1bc\\_0](https://www.scotcourts.gov.uk/docs/default-source/default-document-library/covid19-cos-guidance-for-court-users-250422pdf.pdf?sfvrsn=6237c1bc_0)

## OFFICES OF THE COURT REPORTS

### Management Information & Workload.

	March 2021	Apr 2021	May 2021		March 2022	Apr 2022	May 2022
<b>Petitions lodged</b>	105	73	68		98	91	77
<b>Total Summonses lodged</b>	75	67	99		125	77	88
<i>Personal Injury</i>	27	33	49		67	41	49
<i>Ordinary</i>	27	24	31		32	20	27
<i>Family</i>	4	3	7		14	10	7
<i>Commercial</i>	17	7	12		12	6	12
<b>Appeals lodged</b>	5	8	8		6	6	4
<i>R/M's</i>	3	11	4		6	5	2
<b>GROUP PROCEEDINGS</b>	0	-	1		1	2	0
<b>TOTAL ACTIONS</b>	<b>188</b>	<b>159</b>	<b>180</b>		<b>236</b>	<b>181</b>	<b>171</b>

Waiting period for four day Personal Injury Proofs stands at 7 months\* (from date defences lodged). We are currently allocating 07 March 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

<b>2022</b>	<b>Lodged</b>	<b>Disposed</b>	<b>Dropped</b>	<b>Starred Motions</b>	<b>Average Time (Motion received to interlocutor delivered)</b>
<b>March</b>	<b>671</b>	<b>595</b>	<b>43</b>	<b>33</b>	19 hrs Non- Judge 22 hrs Judge
<b>April</b>	<b>546</b>	<b>499</b>	<b>27</b>	<b>20</b>	12 hrs Non- Judge 20 hrs Judge
<b>May</b>	<b>664</b>	<b>587</b>	<b>51</b>	<b>26</b>	18 hrs Non- Judge 21 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
March 2022	15*	7	0	7	1	6
April 2022	11*	5	0	4	1	3
May 2022	13*	7	0	5*	1	3
<b>Total:</b>						

\* 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
February 2022	1	1	0	0	0
March 2022	0	0	0	0	0
April 2022	0	0	0	0	0
May 2022	0	0	0	0	0
<b>Total:</b>	1	1	0	0	0

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 John Hutchison (Chair) (Office Manager), Graeme Yorkston (Court Motions Team),  
Clare Friary (Minute Taker) (I/H Extracts Section)

Customers Mary Allan (Brodies), Vicky Cairns (Scottish Government), Paula Moffat  
(Balfour & Manson), Elaine Campbell (Campbell Smith)

John Hutchison welcomed and thanked everyone for attending the first in person Customer Liaison Meeting since the Covid pandemic.

Staffing Update- John informed the group there have been new staff members joining the General Department, and an internal rotation within the department and staff in the section are now as follows

Inner House Extracts & Commercial Section  
innerhouse@scotcourts.gov.uk

Cara Conway (Section Manager)  
Clare Friary

Petitions Department  
Petitions@scotcourts.gov.uk

Matt Orton (Section Manager)  
Lisa Pryde

Ordinary/ Family/ Commercial/ PD Section  
gcs@scotcourts.gov.uk

Cara Gribble (Section Manager)  
Liam Watt  
Tasia Reynolds  
Sean Platts Stobie

Miscellaneous Section



Gillian Abbott (Section Manager)

Clare requested that when lodging productions, to also provide 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](https://www.scotcourts.gov.uk/docs/default-source/default-document-library/covid19-cos-guidance-for-court-users-250422pdf.pdf?sfvrsn=6237c1bc_0)

It has been noted that some solicitors are emailing clerks directly without going through the section, which can cause a delay in getting motions enrolled and documents lodged in process – shared inboxes are always manned, and all documents should be sent through the generic e-mail inboxes for each section and should not be sent direct to the Clerks of Court. Motion for commercial actions should be emailed to [gcs@scotcourts.gov.uk](mailto:gcs@scotcourts.gov.uk) include information as to where people can find the list of generic emails The list of generic emails 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>

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>

It has been noted that there are 2 x auto replies issued out from the Court Motions Team inbox, and Graeme has rectified this with IT.

It has been asked if a motion is required when lodging an acceptance of tender -John has confirmed that a motion is required. As per Rule of Court 36.11.8(4), a motion for decree in terms of the minutes of tender and acceptance has also to be made.

When an invite to a workspace on Objective Connect is sent to agents, a second invite is not necessary, the workspace will be available with the Agent's email address and password. Elaine commented on an occasion when documents were not uploaded in time for a hearing where productions were essential. This was noted and John informed the group that staff are now checking the Rolls the week prior and aim to have all productions and large documents downloaded in time for any hearing.

Mary queried the cut off time for enrolling Form 23.2 motions. As per rule of court 23.2(2) (a), Form 23.2 motions are to be enrolled by normal working hours, which are 5pm Mon-Thurs and 4:45pm Friday

John asked that when a large number of caveats are to be submitted on any given day, that the court staff request notification of this to ensure that there are enough resources to process them. It was also raised that if the caveats are to be renewed the current caveat number is to be provided to ensure renewals are lodged accordingly.

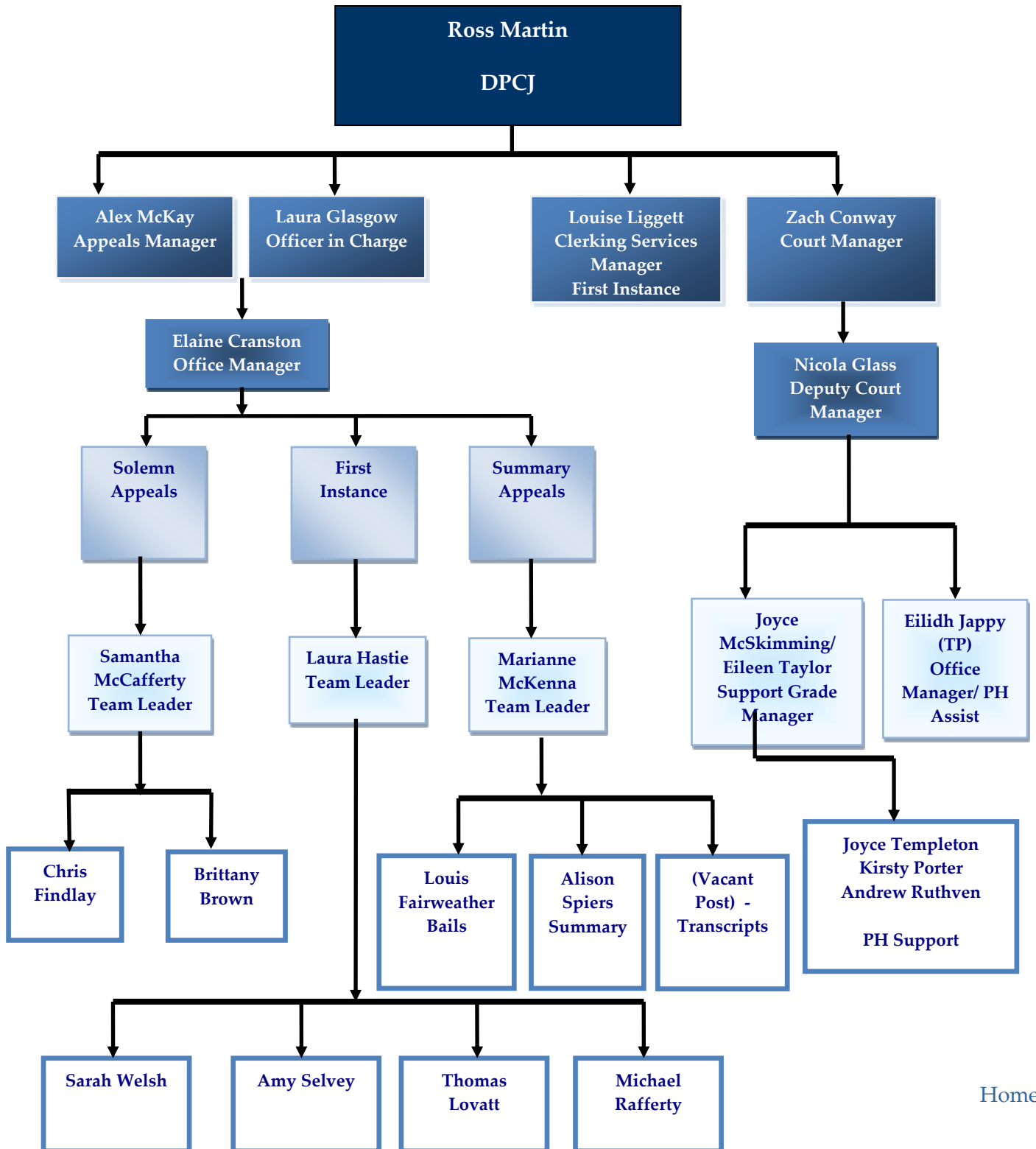
No other business was raised.

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

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# 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	Laura Hastie	0131 240 6738
AO	Sarah Welsh	0131 240 6852
AO	Amy Selvey	0131 240 6739
AO	Thomas Lovatt	0131 240 6901
AO	Michael Rafferty	0131 240 6838

## SOLEMN APPEALS

Team Leader	Sam McCafferty	0131 240 6910
AO	Brittany Brown	0131 240 6772
AO	Chris Findlay	0131 240 6951

## SUMMARY APPEALS

Team Leader	Marianne McKenna	0131 240 6870
Summary Appeals	Alison Spiers	0131 240 6914
Bails	Louis Fairweather	0131 240 6912
Transcriptions	Vacant Post	



## TELEPHONE CONTACT DETAILS (CONTINUED)

### GLASGOW HIGH COURT, SALTMARKET

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

## GENERIC EMAIL BOXES AVAILABLE TO JUSTICIARY OFFICE CUSTOMERS

First Instance Business (except Glasgow hearings) - [Highcourtrialsedinburgh@scotcourts.gov.uk](mailto:Highcourtrialsedinburgh@scotcourts.gov.uk)

Glasgow Justiciary Office – [Highcourtglasgow@scotcourts.gov.uk](mailto:Highcourtglasgow@scotcourts.gov.uk)

Summary Appeals - [Summaryappeals@scotcourts.gov.uk](mailto:Summaryappeals@scotcourts.gov.uk)

Solemn Appeals - [Solemnappeals@scotcourts.gov.uk](mailto:Solemnappeals@scotcourts.gov.uk)

Transcripts - [Transcriptions@scotcourts.gov.uk](mailto:Transcriptions@scotcourts.gov.uk)

Sheriff Bail Court – [bailappealreport@scotcourts.gov.uk](mailto: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](mailto: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](mailto:solemnappeals@scotcourts.gov.uk), [summaryappeals@scotcourts.gov.uk](mailto:summaryappeals@scotcourts.gov.uk),  
[transcriptions@scotcourts.gov.uk](mailto:transcriptions@scotcourts.gov.uk) , [bailappealreport@scotcourts.gov.uk](mailto:bailappealreport@scotcourts.gov.uk) or  
[Highcourtrialsedinburgh@scotcourts.gov.uk](mailto: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



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

Mr Craig Anderson  
Depute in Charge  
Parliament House  
Parliament Square  
Edinburgh  
EH1 1RQ

### JUSTICIARY OFFICE/SALTMARKET

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](mailto: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
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