

# Supreme Courts News



WINTER 2019

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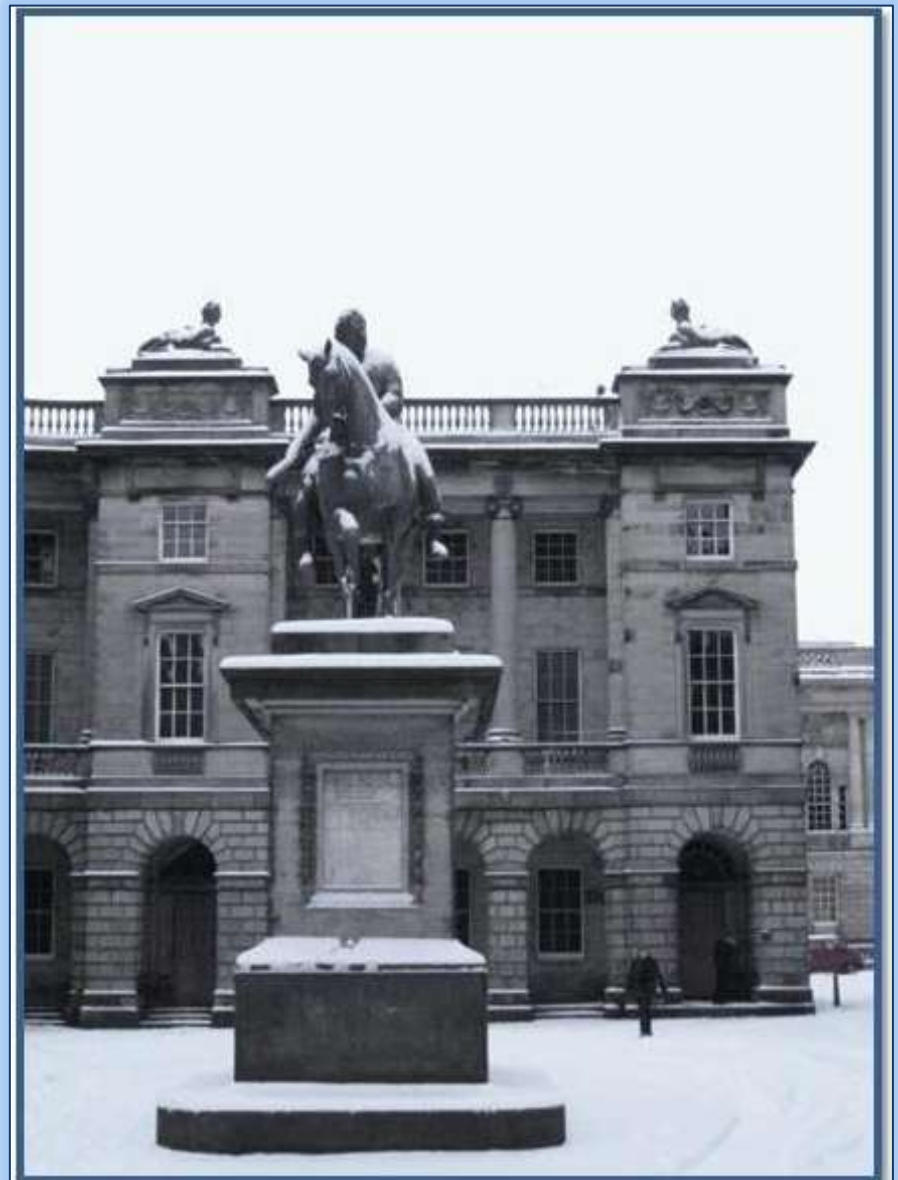
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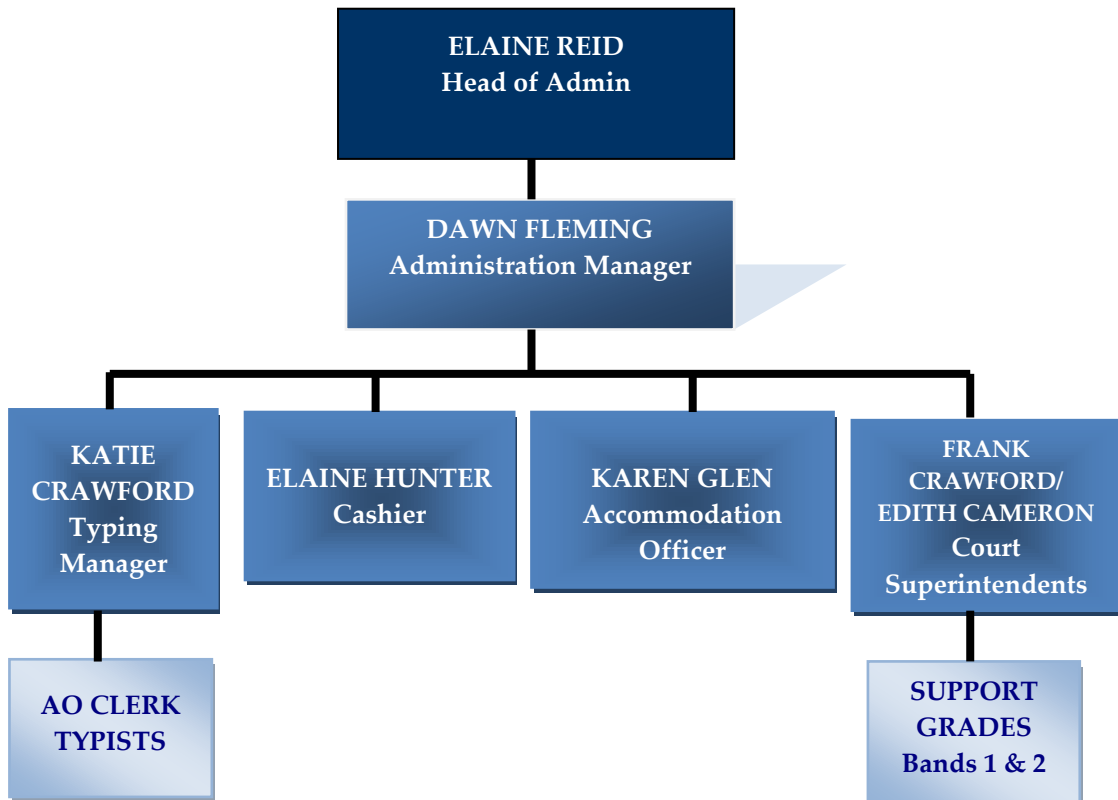
THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE  
[www.scotcourtribunals.gov.uk](http://www.scotcourtribunals.gov.uk)



@sctssupremecrts

# 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>
Edith Cameron	Court Superintendent	226760
Dawn Fleming	Administration Manager	226749
Gerald Ellison	Justiciary Office	226771
Kirsty Hoyle	Offices of Court of Session	226669
Barbara MacDonald	Reception	222595
Tom Sadler	FIDC	222595
Sarah Welsh (Not available Wed)	Justiciary Office	226852
Joyce Templeton	Saltmarket, Glasgow	735018
Nicole Kelly	Saltmarket, Glasgow	734553

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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.

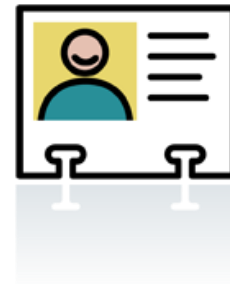
Please ensure that PIN numbers are given out to those who need to know it within your firm. If you are having any difficulty using your PIN please contact the Administration Department for assistance.

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](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,

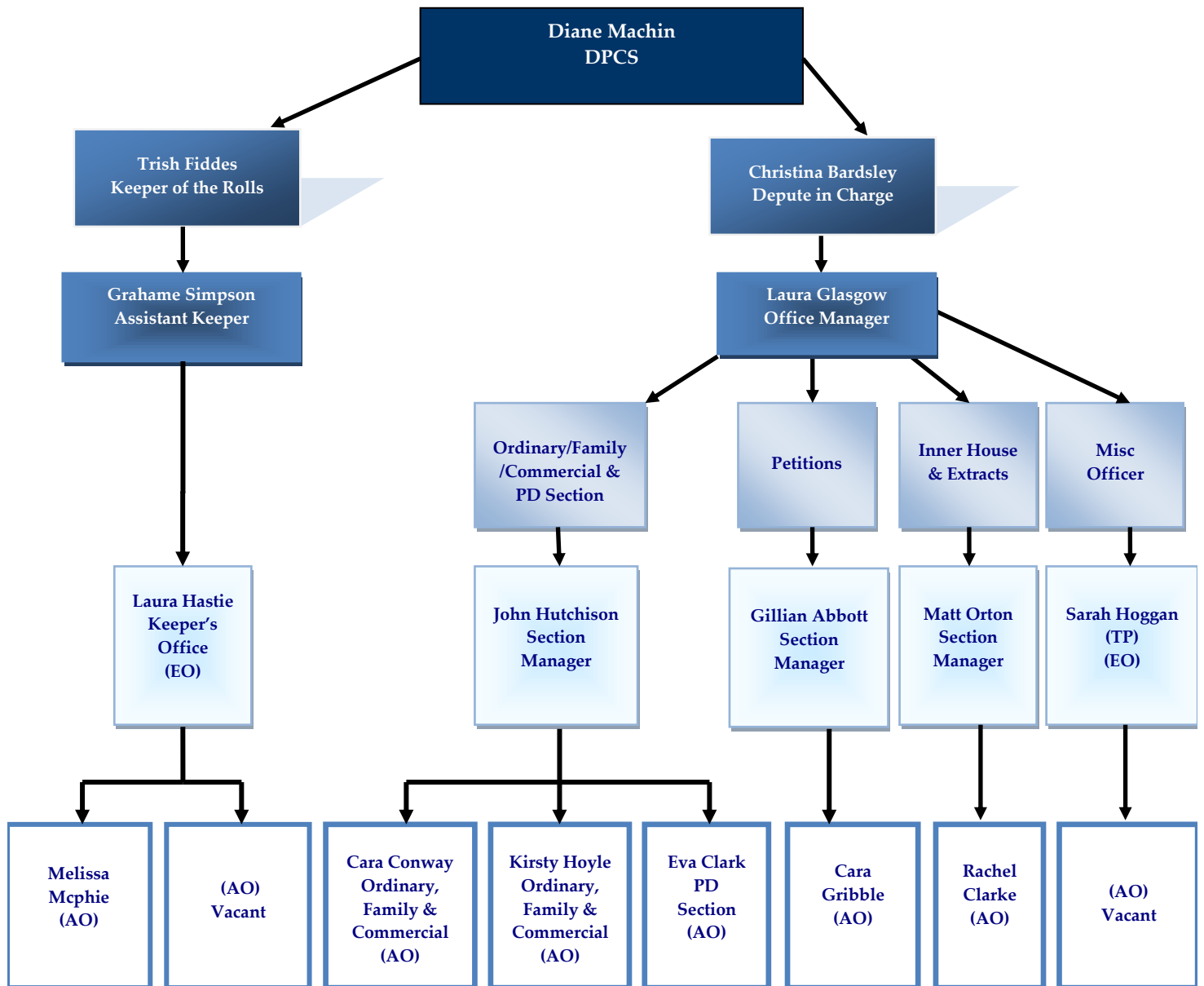
Elaine Hunter  
Cashier

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# OFFICES OF COURT NEWS

W/C 30<sup>TH</sup> DECEMBER 2019

## WHO'S WHO



## TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT



### 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

Eva Clark 0131 240 6669

#### Ordinary, Family & Commercial AO

Cara Conway 0131 240 6878

#### Ordinary, Family & Commercial AO

Kirsty Hoyle 0131 240 6878

#### Misc Officers

Sarah Hoggan 0131 240 6741

### PETITION, INNER HOUSE & EXTRACTS DEPARTMENT

#### Petitions

0131 240 6747

#### Petitions Manager

Gillian Abbott 0131 240 6747

#### Petition AO

Cara Gribble 0131 240 6747

#### Inner House & Extracts Manager

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

Melissa Mcphie 0131 240 6798

#### 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

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

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

## DAVIDSON CHALMERS STEWART LLP

After a merger in May 2019, the firm of Davidson Chalmers LLP is now Davidson Chalmers Stewart LLP. Please note the new email address for the Court Motions Team is [court@dcslegal.com](mailto:court@dcslegal.com).

## 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.

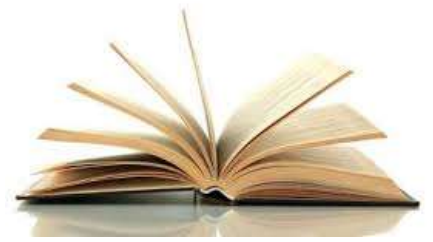
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# COURT USERS GUIDE

## 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, so please make sure you have the most up-to-date copy available, which currently is June 2019.



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

Many thanks,

Rachel Clarke  
Inner House Section

## GENERIC E-MAIL BOXES AVAILABLE TO OFFICES OF COURT CUSTOMERS

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

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

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

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



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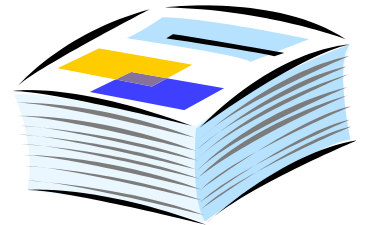
## OFFICES OF THE COURT REPORTS

### Management Information & Workload

	Sept 2018	Oct 2018	Nov 2018		Sept 2019	Oct 2019	Nov 2019
<b>Petitions lodged</b>	140	97	102		103	102	97
<b>Total Summonses lodged</b>	94	99	104		81	118	107
<i>Personal Injury</i>	42	46	53		39	60	58
<i>Ordinary</i>	35	31	33		29	36	34
<i>Family</i>	10	12	9		4	13	7
<i>Commercial</i>	7	10	9		9	9	8
<b>Appeals lodged</b>	11	15	13		7	6	16
<b>R/M's</b>	4	8	4		11	6	4
<b>TOTAL ACTIONS</b>	<b>249</b>	<b>219</b>	<b>223</b>		<b>202</b>	<b>286</b>	<b>224</b>

Waiting period for four day Personal Injury Proofs stands at 7 months\* (from date defences lodged). We are currently allocating July 2020 (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	Average Time (Motion received to interlocutor delivered)
<b>September 2019</b>	496	438	36	22	9.7 hrs Non-Judge 35.3 hrs Judge
<b>October 2019</b>	567	484	51	32	12.8 hrs Non-Judge 33.9 hrs Judge
<b>November 2019</b>	642	586	35	21	9 hrs Non-Judge 26 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:

	September 2019	October 2019	November 2019
<b>Ordinary &amp; Family &amp; Commercial</b>	5	5	4
<b>Personal Injury</b>	2	3	3
<b>Petitions Department</b>	3	3	3
<b>Inner House &amp; Extracts Department</b>	2	2	1

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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## JUDICIAL REVIEW PERMISSION REPORT

The below table contains 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
July 19	17	8	3	6	1	0
August 19	26	13	4	9	5	4
September 19	23	11	2	10	3	7
<b>Total:</b>	66	32	9	25	9	11

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 85.8) refused	Total review requests granted
July 19	5	0	3	2	3
August 19	4	2	0	2	0
September 19	1	1	0	0	0
<b>Total:</b>	10	3	3	4	3

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

Our quarterly Customer Liaison Meeting took place on 13<sup>th</sup> December 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).

## ➤ CHANGES TO PETITION WALLING COPIES

It was advised that as from October 2019, Walling copies should be lodged with the top part of the instance only (i.e. names, addresses and nature of Petition and the agent's name).

In light of the GDPR, the statement of facts to be admitted (i.e. paragraphs 1, 2, 3, etc.) should not be included on the front of the walling copy.

Please contact the Petitions section if you have any queries regarding this.

## ➤ DOCUMENTS IN COMMERCIAL ACTIONS

Parties were reminded that, in terms of the Commercial Action Guidelines for Practitioners, certain documents require a hard copy to be lodged in process as well as an email copy sent to the generic inbox.

## ➤ TWITTER

The Supreme Courts now has Twitter! You can follow us at [@SCTSSupremeCrts](https://twitter.com/SCTSSupremeCrts)

## ➤ URGENT BUSINESS

Can all firms be reminded to get in touch with the department when any urgent business is due to be lodged. This is especially important over the Christmas period when departments and the Judiciary are on a skeleton staff.

## ➤ CHRISTMAS EVE

Please note the general department will close at 12.30pm on Christmas Eve and any other business after this time will be dealt with as out of hours.

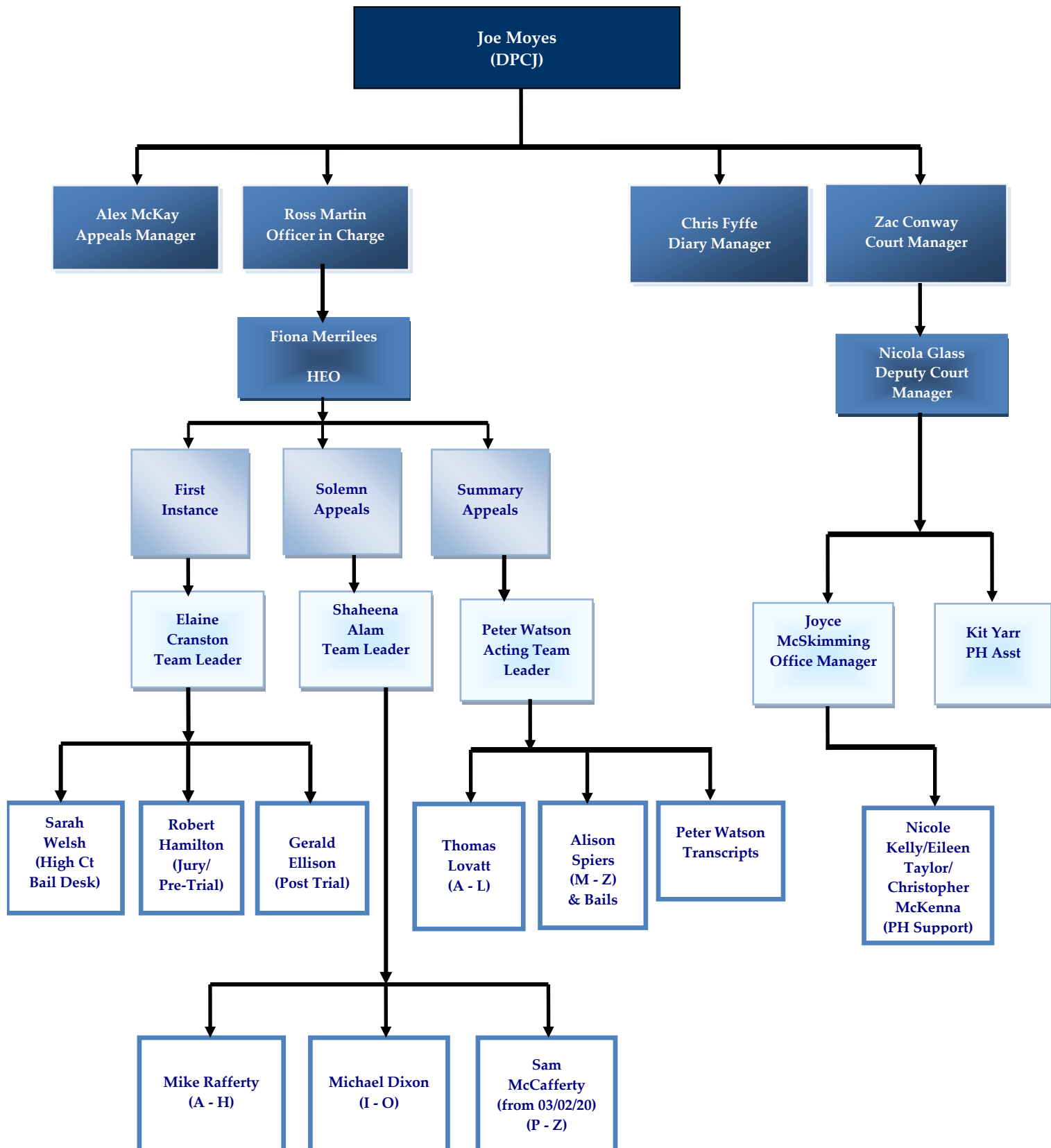
No other business was raised.

Date of next meeting — March 2020

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# JUSTICIARY NEWS

## WHO'S WHO



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## TELEPHONE CONTACT DETAILS



### Deputy Principal Clerk of Justiciary

Joe Moyes 0131 240 6869

### Appeals Manager

Alex McKay 0131 240 6902

### Diary Manager

Chris Fyffe 0131 240 6605

### Officer in Charge

Ross Martin 0131 240 6913

### Office Manager

Fiona Merrilees 0131 240 6905

**Lawnmarket Reception** 0131 240 6920

### FIRST INSTANCE

Team Leader	<b>TEAM</b>	0131 240 6907
Jury/Pre-Trial	Elaine Cranston	0131 240 6769
Jury Desk	Robert Hamilton	0131 240 6906
Post-Trial	“ “	0131 240 6946
First Instance Bails	Gerald Ellison	0131 240 6771
	Sarah Welsh	0131 240 6852

### SOLEMN APPEALS

Team Leader	<b>TEAM</b>	0131 240 6909
(A – H)	Shaheena Alam	0131 240 6947
(I - O)	Mike Rafferty	0131 240 6838
(P - Z)	Michael Dixon	0131 240 6958
	Sam McCafferty ( <b>from 03/02/2020</b> )	0131 240 6910

### SUMMARY APPEALS

Acting Team Leader	<b>TEAM</b>	0131 240 6912
(A – L)	Peter Watson	0131 240 6903
(M – Z)(Bails)	Thomas Lovatt	0131 240 6901
Transcriptions	Alison Spiers	0131 240 6914
	Peter Watson	0131 240 6903

## TELEPHONE CONTACT DETAILS (CONTINUED)

### GLASGOW HIGH COURT, SALTMARKET

<b>Court Manager</b>	Zach Conway	0141 559 4516
<b>Deputy Court Manager</b>	Nicola Glass	0141 559 4577 (from 13/1/20)
<b>Office Manager</b>	Joyce McSkimming	0141 559 4578
<b>Preliminary Hearing Assistant</b>	Kit Yarr	0141 559 4544
<b>Preliminary Hearing Support</b>	Nicole Kelly	0141 559 4553
	Eileen Taylor	0141 559 5017
	Christopher McKenna	0141 559 4545
<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)

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

Sheriff Bail Court – [bailappealreport@scotcourts.gov.uk](mailto: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](mailto: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](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)**

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## 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](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:	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:	F Merrilees High Court of Justiciary Parliament House Parliament Square Edinburgh EH1 1RQ	Email	fmerrilees@scotcourts.gov.uk
		Fax:	0131 240 6915
		Telephone:	0131 240 6905

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