

Supreme Courts News



SUMMER 2026

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Supreme Courts Administration Unit

Head of Admin	Elaine Reid	
Administration Manager	Dawn Fleming	0131 240 6749
Administration Support	Graeme Yorkston	0131 240 6867
Supreme Courts Office Administrator	Robyn Campbell	0131 243 9976
Court Superintendents	Daniel Hoyle	0131 240 5136
	Ali Munoz-Eighteen	0131 240 6950
	Alan Candeland	0131 240 6950
Typing Manager	Vacant	
Parliament House Reception		0131 225 2595

Opening hours

The Administration Unit opening hours are:

Monday – Thursday	09:00 – 17.00
Friday	09.00 – 16.45

Please note the Public Counter Opening Hours are as follows:

Monday to Friday 10:00 – 13:00 and 14:00 – 16:00

No Public Counter Service is available between 13:00 and 14:00 daily.

Security Passes

Security Passes are available from the Administration Unit on an appointment only basis.

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 243 9976.
Many thanks, Administration Office

First Aiders – Parliament House and Lawnmarket

Who	Where	Contact No.
Dawn Fleming	Administration	0131 240 6749
Jessica Flynn	Judicial Office	0131 240 6893
Jo Newby	Lady Dorrian Review Team	0131 444 3312
Elaine Reid	Administration	0131 240 6842
Esther Tatton	LPPO	0131 240 6732
Darren Whitta	CEO Office	0131 225 2595
Ondine Tennant	Scottish Sentencing Council	0131 240 6822

Mental Health First Aiders

Who	Where	Contact No.
Luca Fois	Judicial Office (Library)	0131 247 2599
Angus Black	Chief Executives Office	0131 240 3302
Sue Baxter	Scottish Land Court	0131 271 4321
Allanah Peters	Chief Executives Office	0131 240 6771
Who	Where	Contact No.



Offices of Court

Deputy Principal Clerk of Session

Chris Fyffe

General Department

Depute in Charge

Eleanor Brown

Office Manager	Andy Flanagan	0131 240 6656
Ordinary/Family Manager	Cara Colbert	0131 240 6837
Ordinary/Family AO	Eszter Josef	0131 240 9978
Ordinary/Family AO	VACANT	
PD & Commercial Manager	Lisa Pryde	0131 240 6670
Personal Injury Section AO	Trevor Jones	0131 240 5156
Commercial Section AO	VACANT	
Petitions Manager	Gillian Abbott	0131 240 6696
Petitions AO	Kyle Barber	0131 240 6930
Inner House Manager	Shaheena Alam	0131 240 6947
Inner House AO	James Eighteen	0131 240 6772
Miscellaneous EO Manager	Matt Orton	0131 240 6671
Miscellaneous Section AO	Liam Watt	0131 240 6697

The Offices of the Court of Session (General Department) opening hours are:

Monday - Thursday 09:00 – 17.00

Friday 09.00 – 16.45

Please note the Public Counter Opening Hours are as follows:

Monday to Friday 10:00 – 13:00 and 14:00 – 16:00

No Public Counter Service is available between 13:00 and 14:00 daily.

Generic e-Mail Boxes available to Offices of Court Customers

Any queries, documents to be lodged and new actions should be submitted electronically. Please see below a list of the relevant sections email addresses:

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

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

Email address

Please also provide a list of all current action you are involved 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 the General Department. This also allows each current action you are involved in to be updated.

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

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.

[New Court Users Guide July 2026](#)

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

Court of Session Customer Liaison Meeting 27 July 2026 – Minutes

1. Welcome and Introduction

Eleanor Brown welcomed attendees and introduced Nicola Marchant, Outer House Clerking Services Manager, colleagues from the General Department, and Erin Hunter from the Keeper's Office.

2. Civil Online Presentation

Gary White from the Civil Lab (Change and Digital Innovation Team) delivered a short presentation on forthcoming Civil Online functionality for Court of Session cases.

Practitioners will be able to initiate Court of Session proceedings by uploading initiating documents through Civil Online.

This functionality will be available for the majority of case types. Petitions relating to adoption and Human Fertilisation and Embryology (HFE) matters are not yet included.

The new functionality is anticipated to be introduced in early 2027.

Any questions should be directed to Eleanor Brown at ebrown@scotcourts.gov.uk who will pass them on to Gary White.

3. General Department Staffing Update

Andy Flanagan, Office Manager, is currently on leave until mid-October. His responsibilities are being covered by Matthew Orton and Gillian Abbott.

The General Department is currently recruiting for two additional Administrative Officers.

4. Issues Raised by the General Department and Court Users in Advance of the Meeting

Motions under Rule 23.1C (General Department)

Users were reminded that motions under Rule 23.1C should be lodged via the Court Motions Inbox rather than sent directly to individual section inboxes (for example, Personal Injury or Commercial).

Further information on the routing of motions can be found in paragraphs 27 and 28 of the [Guidance for Court Users](#) dated 1 December 2025, available on the SCTS website.

Motions Interlocutors (General Department)

Any interlocutor granting a period of sist will now appoint a By Order hearing to

take place approximately four weeks after the expiry of the sist.

Where an action has been on the adjustment roll for a period in excess of 12 months (either continuously or cumulatively) any interlocutor granting a further period of adjustment will now appoint a By Order hearing to take place approximately eight weeks after the adjustment period ends.

Urgent Cases (General Department)

Where parties are contacting the court regarding an urgent case that may require a hearing, they are asked to copy the Keeper's Office (keepersinbox@scotcourts.gov.uk) into the correspondence.

This enables judicial availability to be considered at the earliest opportunity.

Caveats (General Department)

Users were asked to provide advance notice where they intend to lodge a significant volume of caveats (10 or more).

Advance notice assists the court in allocating resources appropriately.

Mode of Hearing Queries (General Department)

The offices continue to receive a significant number of enquiries regarding whether hearings will proceed in person or via WebEx.

It was explained that this information is often unavailable at the point an enquiry is made, as the mode of attendance is determined by the Lord Ordinary.

In most cases, the judge and clerk will be present in a courtroom regardless of where other participants attend from.

The clerk of court will advise parties of the mode of attendance when making arrangements for the hearing. Where a hearing is scheduled to proceed in person, agents/counsel may request permission to attend remotely via WebEx. If approved by the Lord Ordinary, a WebEx link will be provided.

Interlocutors (Office of the Advocate General)

An issue affecting the ICMS system occurred on 16 and 17 July, which resulted in some interlocutors not being issued.

The issue was not identified at the time it occurred and there is no means of identifying all affected cases retrospectively. Users who were expecting to receive an interlocutor but have not done so should contact the relevant clerk of court (for hearing-related matters) or the appropriate section, and the interlocutor will be reissued.

Invoices (Office of the Advocate General)

Feedback was received that it can be difficult to identify what certain invoices relate

to due to limited information being provided.

Invoices are prepared and issued by the SCTS Finance Team and Court of Session staff are not involved in this process.

The issue will be raised with the Finance Team and a request made for additional information to be included on invoices where possible.

Telephone Contact

Concern was raised regarding difficulties in contacting the office by telephone.

It was explained that callers will not receive an engaged tone when lines are busy and calls may instead appear to ring out unanswered.

Where an urgent response is required, users are encouraged to email the relevant section and request a callback. A member of staff will respond as soon as possible.

The potential introduction of a voicemail service has been considered; however, concerns remain that urgent messages could be missed if staff are unexpectedly absent.

Email remains the preferred method of ensuring that correspondence is received and actioned promptly.

5. Any Other Business

Virtual Table Business Hearings (Digby Brown)

Concern was raised that parties are often informed only shortly before a hearing is due to call whether it will proceed in person or virtually.

This can result in agents attending Parliament House unnecessarily.

A query was raised as to whether the process could be made more efficient.

Nicola Marchant explained that table business is dealt with as judicial availability permits, which limits the notice that can be provided regarding the format of hearings.

Work is ongoing to explore potential efficiencies; however, in the meantime, agents may continue to request permission to attend remotely.

Caveats (Burness Paull)

An issue was noted whereby the caveat renewal date displayed on Civil Online appears as the day after the actual renewal date.

While this appears to arise more frequently in Sheriff Court cases, the matter was raised for awareness.

The General Department will monitor the position to ensure that it does not become an issue within the Court of Session.

**Offices of the Court of Session reports
Management Information & Workload.**

	Jan-26	Feb-26	March- 26	April- 26	May- 26	June- 26	July- 26
Petitions:	81	84	99	72	92	68	85
Summons:							
Personal	44	43	59	64	51	57	68
Injury							
Ordinary	25	28	20	24	34	41	21
Family	1	11	11	8	8	4	15
Commercial	2	6	14	11	3	9	6
Appeals	12	10	15	8	7	8	6
Lodged							
Reclaiming	7	4	3	2	2	3	1
Motions							
Group	0	0	4	4	1	1	2
Proceedings							
Total Actions	172	186	225	193	198	191	204

The current siting period for four day Personal Injury Proofs stands at 7 months*-(from date defences lodged).

Please see the [fixing notice](#) on the Court of Session rolls for the most up to date information about which date we are currently fixing for.

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

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

Keeper of the Rolls

Keeper: Grahame Simpson 0131 240 6737

Assistant Keeper: Louise Cranston

Executive Officer: Erin Hunter (TP) 0131 240 5044

Administration Officer: VACANT

Contact e-mail addresses:

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

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

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

The Keeper of the Rolls Office opening hours are:

Monday – 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 – Friday 10.00 – 16.00

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 – keepers@scotcourts.gov.uk

The Court of Session fixing form and guidance on how to complete it can be located within the Notices section of the Court Session Rolls page on the Scottish Courts and Tribunal website - [Court of Session Rolls | Scottish Courts and Tribunals Service](#)

Agents should be advised the fixing of hearings will be processed electronically and not in-person.

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
Jan 26	5	5	0	2	2	0
Feb 26	9	1	4	4	1	3
March 26	20	7	0	8	4	4
April 26	23	7	1	10	4	6
May 26	15	8	0	4	0	4
June 26	22	9	0	4	1	3
July 26	13	3	1	3	1	2
Total:	107	40	6	35	13	22

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
Jan 26	0	0	0	0	0
Feb 26	0	0	0	0	0
March 26	0	0	0	0	0
April 26	1	0	0	1	0
May 26	0	0	0	0	0
June 26	0	0	0	0	0
July 26	1	0	0	0	0
Total:	1	0	0	1	0

Justiciary Office

Deputy Principal Clerk of Justiciary

Ross Martin

Justiciary Office, Edinburgh

Appeals Manager

Louise Liggett	0131 240 6704
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Clerking Services Manager First Instance

Angela Harkins	0131 240 6823
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Officer in Charge

Laura Glasgow	0131 240 6743
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Office Manager

Elaine Cranston	0131 240 6769
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Lawnmarket Reception	0131 240 6920
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First Instance

Team Leader	Cara Conway	0131 240 6878
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AO	Alison Spiers	0131 240 6914
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AO	Thomas Lovatt	0131 240 6901
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AO	Michael Rafferty	0131 240 6838
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AO	Aaron Smith	0131 240 5158
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Solemn Appeals

Team Leader	Laura Harkins	0131 240 6738
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Transcriptions/Solemn	Sophie Moffat	0131 240 6655
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Solemn	Rachael Mushet	0131 240 6691
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AO Floater	VACANT	
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The Justiciary Office opening hours are:

Monday – Thursday 9.00 – 17.00

Friday 9.00 – 16.45

Please note this office is closed between 13.00 and 14.00 each day.

Justiciary Office, Glasgow

Court Manager	Nicola Glass	0141 559 4577
Deputy Court Manager	Joyce McSkimming	0141 559 4578
Office Managers	Kit Yarr	0141 559 4544
	Eilidh Jappy	0141 559 4553
Preliminary Hearing Assistant	Justin Glen	0141 559 1018
Support Grade Manager	Eileen Taylor	0141 559 5017
Justiciary Office AO's	Yvonne Docherty	0141 559 4505
	Lareab Ahmed	0141 559 4555
	Laura Gardyne	0141 559 5004
	Yvonne Britton	0141 559 5026
	Andrew Ruthven	0141 559 4592
	Sinead O'Brien	0141 559 5027
Saltmarket Switchboard		0141 552 3795

EMAIL ADDRESSES

First Instance Business (except Glasgow hearings) -

Highcourtrialsedinburgh@scotcourts.gov.uk

Glasgow Justiciary Office – Highcourtglasgow@scotcourts.gov.uk

Solemn Appeals - Solemnappeals@scotcourts.gov.uk

Transcripts - Transcriptions@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

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 Justiciary Office in Glasgow via e-mail to highcourtglasgow@scotcourts.gov.uk

The Justiciary 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.

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, transcriptions@scotcourts.gov.uk, or Highcourtrialsedinburgh@scotcourts.gov.uk

Sheriff Appeal Court

Deputy Clerk	Michael Corrigan	0131 240 6876
Office Manager and Civil Clerk of Court	David Grant	0131 240 6855

Civil	SAC.Civil@scotcourts.gov.uk	SACmotions@scotcourts.gov.uk
Assistant Clerk	Chloe Thomson	0131 240 6888
Admin Officer	Kellie Ford	0131 240 6957

CRIMINAL	SummaryAppeals@scotcourts.gov.uk	BailAppealReport@scotcourts.gov.uk
Assistant Clerk	Marianne McKenna	0131 240 6870
Admin Officer	Matthew Marshall	0131 240 6673
Admin Officer	Adam Forbes	0131 240 6740

GENERIC EMAIL BOXES AVAILABLE TO THE SHERIFF APPEAL COURT
CRIMINAL CUSTOMERS

Summary Appeals – summaryappeals@scotcourts.gov.uk

Bail Appeals – bailappealreport@scotcourts.gov.uk

TELEPHONE: 0131 225 2595 (OPTION 4)

OFFICE HOURS: Monday - Friday 09:00 - 13:00 and 14:00 - 16:00

PUBLIC COUNTER: By appointment only - please use contact details above

Scottish Land Court and Lands Tribunal for Scotland

Principal Clerk	Alison Irving
Office Manager/Clerk of Court	Sue Baxter
Office Manager/Clerk of Court	Alex Quinn
Depute Clerk	Greg Lewis
Depute Clerk	Jordan Douglas
Administration Officer	Melissa Hutchison
Administration Officer	Jonathan Hoffmann
Administration Officer	VACANT

Office Mailboxes

Scottish Land Court: SLCourtMailbox@scotcourts.gov.uk

Land Tribunal for Scotland: LTS_Mailbox@scotcourts.gov.uk

OFFICE HOURS: Monday to Thursday 9am until 5pm
Friday 9am until 4.45pm

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
Elaine Reid
Head of Administration
Parliament House
11 Parliament Square
Edinburgh

Offices of Court
Eleanor Brown
Depute in Charge
Parliament House
11 Parliament Square
Edinburgh

Justiciary Office
Laura Glasgow
Depute in Charge
Parliament House
11 Parliament Square
Edinburgh

ereid@scotcourts.gov.uk

ebrown@scotcourts.gov.uk

lglasgow@scotcourts.gov.uk

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 procedure may be found at:

[Complaints and feedback | Scottish Courts and Tribunals Service](#)

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:

Was the content of this newsletter clear?

To what extent does the information meet your needs?

Did it cover aspects which you are interested in or you feel are relevant?

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

Dawn Fleming
Parliament House
11 Parliament Square
Edinburgh
EH1 1 RQ
dfleming@scotcourts.gov.uk
0131 240 6749

Offices of Court

Andy Flanagan
Parliament House
11 Parliament Square
Edinburgh
EH1 1 RQ
aflanagan@scotcourts.gov.uk
0131 240 6696

Justiciary Office

Elaine Cranston
Parliament House
11 Parliament Square
Edinburgh
EH1 1 RQ
ecranston@scotcourts.gov.uk
0131 240 6769