FORM 17D

The Simple Procedure Application to Change a Damages Management Order

If you are applying for the sheriff to make orders:

This is an Application to Change a Damages Management Order.

It is used where the court has made a damages management order (which is about how a sum of money awarded as damages is to be paid to and managed for a person under a legal disability), but you want the court to change the order.

You must fill in parts A, B and C of this application and send it to the court. If you are one of the parties, you must send a copy to the other party in this case. If you are an interested person, you must send a copy to every party.

If you have been sent this Application:

This is an Application to Change a Damages Management Order.

If the court grants this application, the damages management order will be changed as proposed in the application.

You have received the application because you are one of the parties in the case.

You must fill in part D of this application ('the reply') and return it to the court within 10 days of it being sent to you.

The court will then either grant the application and send written orders to the parties and the interested person, refuse the application and make no orders, or order you to appear at a discussion in court where the sheriff will consider whether to make any orders.

A. ABOUT THE CASE

Sheriff Court	
Claimant	
Respondent	
Case reference number	

B. ABOUT YOU

B1. What is your full name?

Name

Middle name

Surname

Trading name or
representative capacity (if
any)

B2. Which is your role in this case?

☐ Claimant

☐ Respondent

☐ Interested person

B3. If you are an interested person, what is your interest in this case?

ⓘ Explain why you have an interest in this case. For example:

– the damages management order might tell you to do certain things

– you might be responsible for looking after the person to whom the damages have
been awarded.

C. THE APPLICATION

ⓘ If you are replying to this application, do not fill in this part. You should fill in part D.

C1. How should the court change the damages management order?

ⓘ Set out the changes you want the court to make. For example, you could ask the court to:

- appoint someone else to manage the money

- order the money to be paid directly to the person under legal disability.

C2. Why should the court change the damages management order?

ⓘ Set out why the court should change the damages management order.

C3. When was this application sent to the court?

ⓘ Set out the date on which the application was sent to the court (i.e. the date on which the email was sent, or the date on which the application was posted).

ⓘ Any reply to this application must be sent to the court within 10 days of this application being sent.

D. THE REPLY

D1. What is your full name?

Name

Middle name

Surname

Trading name or representative capacity (if any)

D2. Should the court change the damages management order?

☐ Yes

☐ No

D3. If you answered 'no', why should the court not change the damages management order?