

**Simple Procedure**

**Pro Forma Expenses Form for Party Litigants (i.e. with no legal representation)**

This pro forma **must** be completed and submitted along with Form 7A (Application for a decision) where:

* there has been no response to the claim and you seek an award of expenses as part of your claim;
* where you wish to accept **or** reject the responding party’s Time to Pay Application and you seek an award of expenses as part of your claim; or
* where the court has directed you to submit the pro-forma in other circumstances for example as part of an Additional Orders Application.

Please select from the boxes below, which expenses are relevant to your claim for expenses. Where applicable, you may select more than one box.

Where exemption has been claimed for any fee applied by the court, you will not be entitled to claim expenses for that fee.

[ ] Registration fee for lodging your claim with the court;

[ ] Fee(s) for service of your claim on the respondent(s) (this is not applicable if the sheriff clerk served the claim on your behalf. Where applicable, the invoice **must** be provided);

[ ] Fee(s) paid to the court for Sheriff Officer’s to serve the claim on the respondent(s);

[ ] Fee(s) paid direct to Sheriff Officer’s for service of your claim on the respondent(s) (the invoice **must** be provided);

[ ] Other, please provide details below though it should be noted expenses are limited under the Act of Sederunt and do not include permit for general inconvenience or time taken to create documents. The court shall apply and award the relevant fees asked for only.

Your claim for expenses will be assessed by the sheriff clerk without the requirement for a hearing.