

Supreme Courts News



JANUARY 2026

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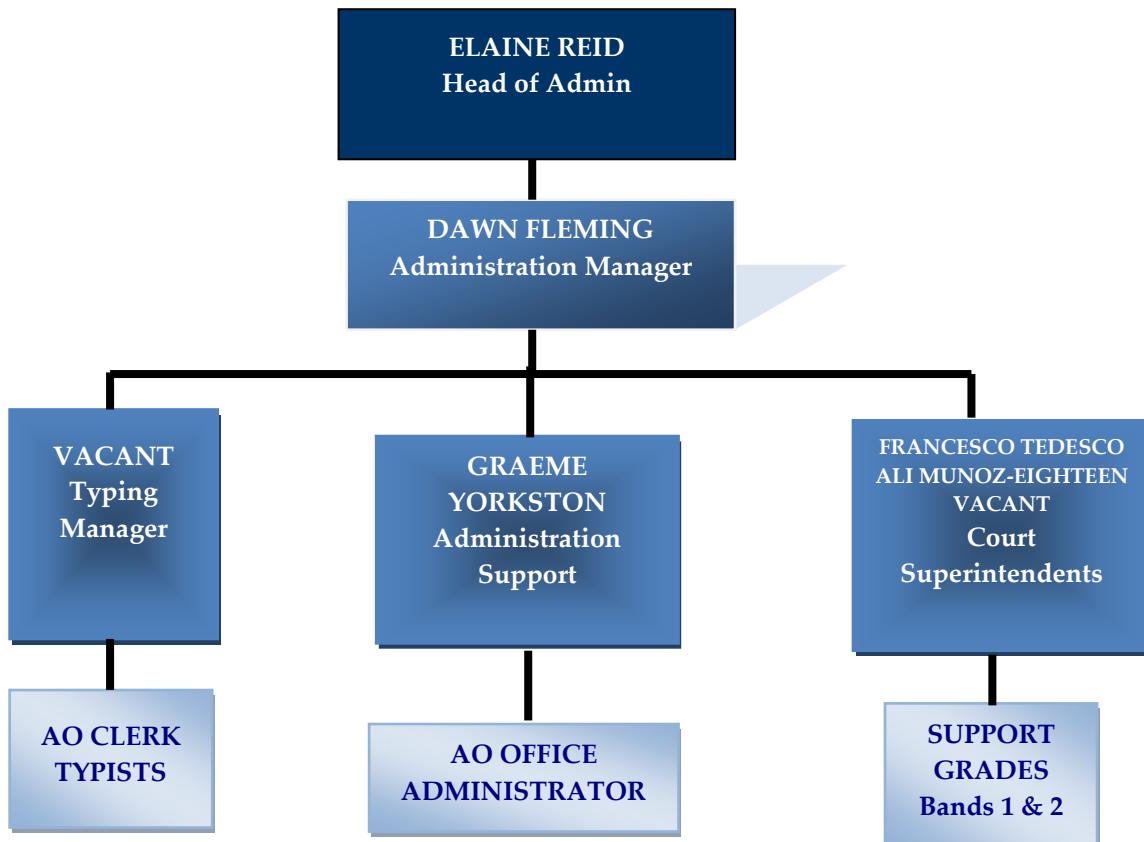


THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

www.scotcourttribunals.gov.uk

ADMIN NEWS

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR ADMIN

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	Francesco Tedesco Ali Munoz-EIGHTEEN Vacant	0131 225 3228 0131 240 6950 0131 240 6950
Typing Manager	Vacant	
Parliament House Reception		0131 225 2595

[Home](#)

THE 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 240 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	Judicial Office	0131 240 6771



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,

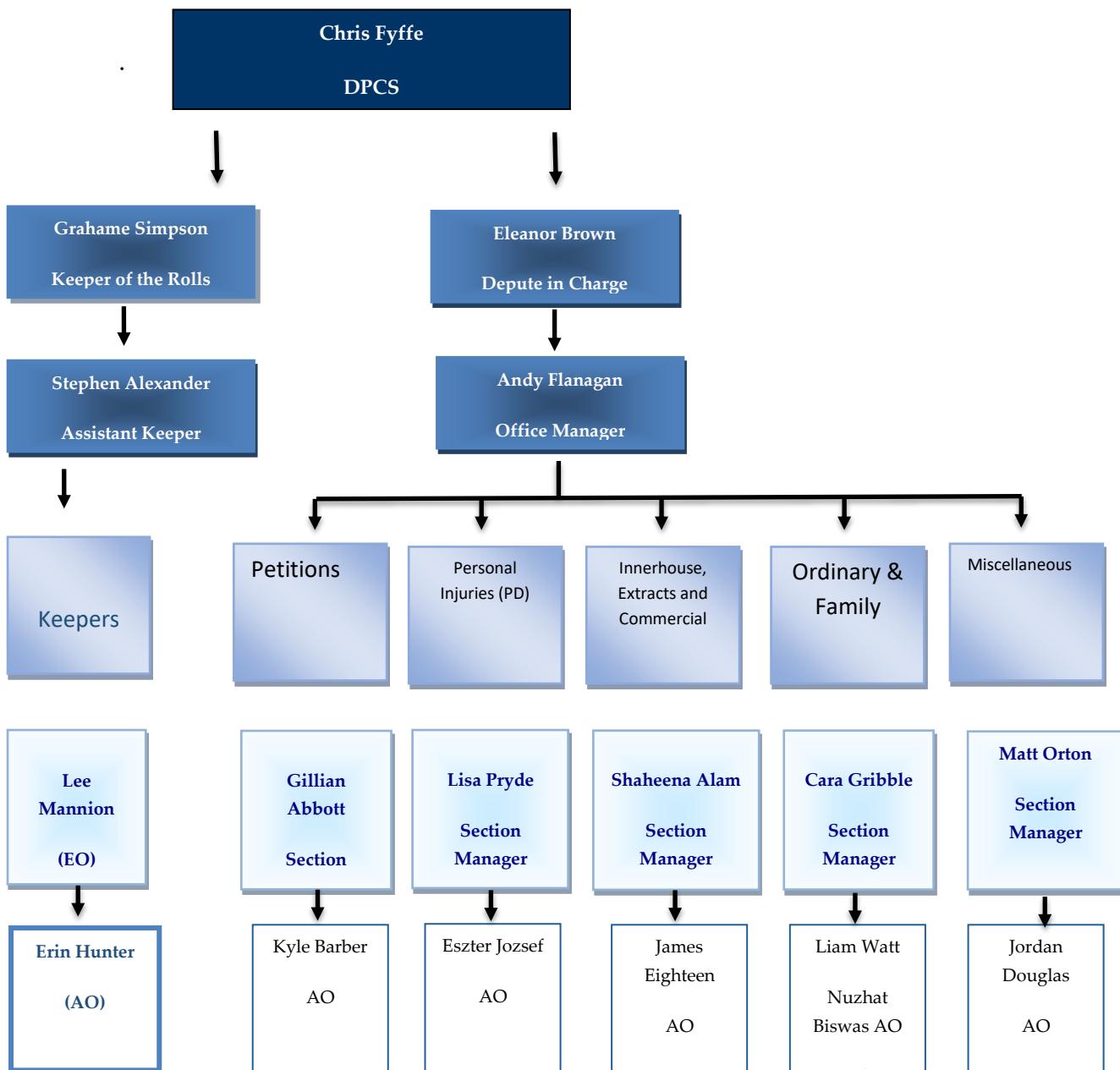
Administration Office

[Home](#)

OFFICES OF COURT NEWS

AS OF JANUARY 2026

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT GENERAL DEPARTMENT



DEPUTE IN CHARGE

Eleanor Brown 0131 240 5051

Office Manager	Andy Flanagan	0131 240 6656
Ordinary/Family Manager	Cara Gribble	0131 240 6837
Ordinary/Family AO	Liam Watt	0131 240 6697
Ordinary/Family AO	Nuzhat Biswas	0131 240 6691
PD & Commercial Manager	Lisa Pryde	0131 240 6670
Personal Injury Section AO	Eszter Jozsef	0131 240 6695
Commercial Section AO	Jordan Douglas	0131 240 6785
Petitions Manager	Gillian Abbott	0131 240 6696
Petitions AO	Kyle Barber	0131 240 6670
Inner House Manager	Shaheena Alam	0131 240 6947
Inner House AO	James Eighteen	0131 240 6698
Miscellaneous EO Manager	Matt Orton	0131 240 6671
Miscellaneous Section AO	Jordan Douglas	0131 240 6785



TELEPHONE CONTACT DETAILS (CONTINUED)

KEEPER OF THE ROLLS

Keeper of the Rolls

Grahame Simpson 0131 240 6737

Assistant Keeper

Stephen Alexander 0131 240 5047

Executive Officer

Lee Mannion 0131 240 6969

Administration Officer

Erin Hunter 0131 240 5044

KEEPER'S OFFICE INBOX: keepers@scotcourts.gov.uk

KEEPER'S OFFICE FIXING INBOX: keepersfixing@scotcourts.gov.uk

[Home](#)

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

The Court of Session fixing form can be located on the Scottish Courts and Tribunal website - [court-of-session-fixing-form.doc \(live.com\)](http://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 \(scotcourts.gov.uk\)](http://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 the General Department. This also allows each current action you are involved in to be updated.

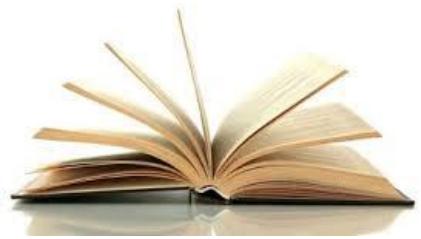
IMPORTANT INFORMATION OUTSIDE OF NORMAL WORKING HOURS

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

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.



The New Court Users' Guide can be found on the SCTS website at the link provided below.

[court-users-guide---july-2022.pdf \(scotcourts.gov.uk\)](http://scotcourts.gov.uk)

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

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 and a link to the full guidance note on the SCTS website.

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

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

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

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



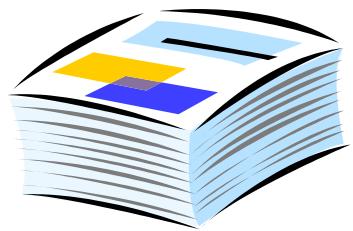
OFFICES OF THE COURT REPORTS

Management Information & Workload.

	Oct 2024	Nov 2024	Dec 2024		Oct 2025	Nov 2025	Dec 2025
Petitions lodged	120	095	107		123	118	097
Total Summons lodged	115	111	108		100	96	108
<i>Personal Injury</i>	62	57	54		55	52	46
<i>Ordinary</i>	24	34	39		28	26	41
<i>Family</i>	17	11	08		11	13	14
<i>Commercial</i>	12	09	07		06	05	07
Appeals lodged	12	09	10		06	12	09
R/M's	01	02	05		05	06	04
GROUP PROCEEDINGS	5	0	0		4	0	0
TOTAL ACTIONS	253	217	230		238	223	217

Waiting period for four day Personal Injury Proofs stands at 7 months*-(from date defences lodged). We are currently allocating 25 August 2026 (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.

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
June 25 *	19	11	0	8	1	6
July 25	14	7	0	7	0	7
August 25	10	3	1	6	1	5
September 25	10	8	0	2	0	2
October 25	12	1	1	10	2	8
November 25	12	10	1	1	0	1
Total:						

* 1 Oral Hearing did not take place as the JR Petition case was dismissed 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
June 25	0	0	0	0	0
July 25	1	0	0	1	0
August 25	0	0	0	0	0
September 25	0	0	0	0	0
October 25	0	0	0	0	0
November 25	0	0	0	0	0
Total:	1	0	0	1	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.

Offices of the Court Of Session (General Department)

Customer Liaison Meeting 18th December 2025

Presentation by Teams from 10:00 a.m.

This was the second of the 'remotely' accessible formatted meetings, following the success of the first, held on the 7th August 2025.

The meeting was well subscribed and well attended, and there were presentations on the following subjects:

- 1. Civil Online Demonstration by Mike Rodger, from the Civil Change Lab, Change and Digital Innovation of the SCTS*
- 2. Caveat Etiquette by James Eighteen, of the Inner House Department.*



Caveats.pdf

These presentations sandwiched the Customer Liaison Meeting itself, in which many issues were raised discussed, and the Chat Function was well utilised by participants.

I attach herewith a link to the Civil Online Presentation / Customer Liaison Meeting

Offices of the Court of Session Customer Liaison Meeting, incorporating Civil Online Demonstration 18 12 2025-20251218_095239UTC-Meeting Recording.mp4

A further meeting will be announced for Spring. We sincerely appreciate your attendance and welcome your feedback and suggestions as how we could expand and improve on these meetings to increase communication, engagement and collaboration between the Court of Session and our valued friends and stakeholders.

Offices of the Court of Sessions (General Department)

Departmental contact addresses and team formations

Inner House / Extracts / Commercial

innerhouse@scotcourts.gov.uk

gcs@scotcourts.gov.uk (for Commercial)

Shaheena Alam (Section Manager)

James Eighteen (Administrative Officer)

Petitions Department

Petitions@scotcourts.gov.uk

Gillian Abbott (Section Manager)

Kyle Barber (Administrative Officer)

Ordinary/ Family

gcs@scotcourts.gov.uk

Cara Gribble (Section Manager)

Liam Watt (Administrative Officer)

Nuzhat Biswas (Administrative Officer)

PD (Personal Injuries) Section

personalinjuries@scotcourts.gov.uk

Lisa Pryde (Section manager)

Eszter Jozsef (Administrative Officer)

Miscellaneous E.O.

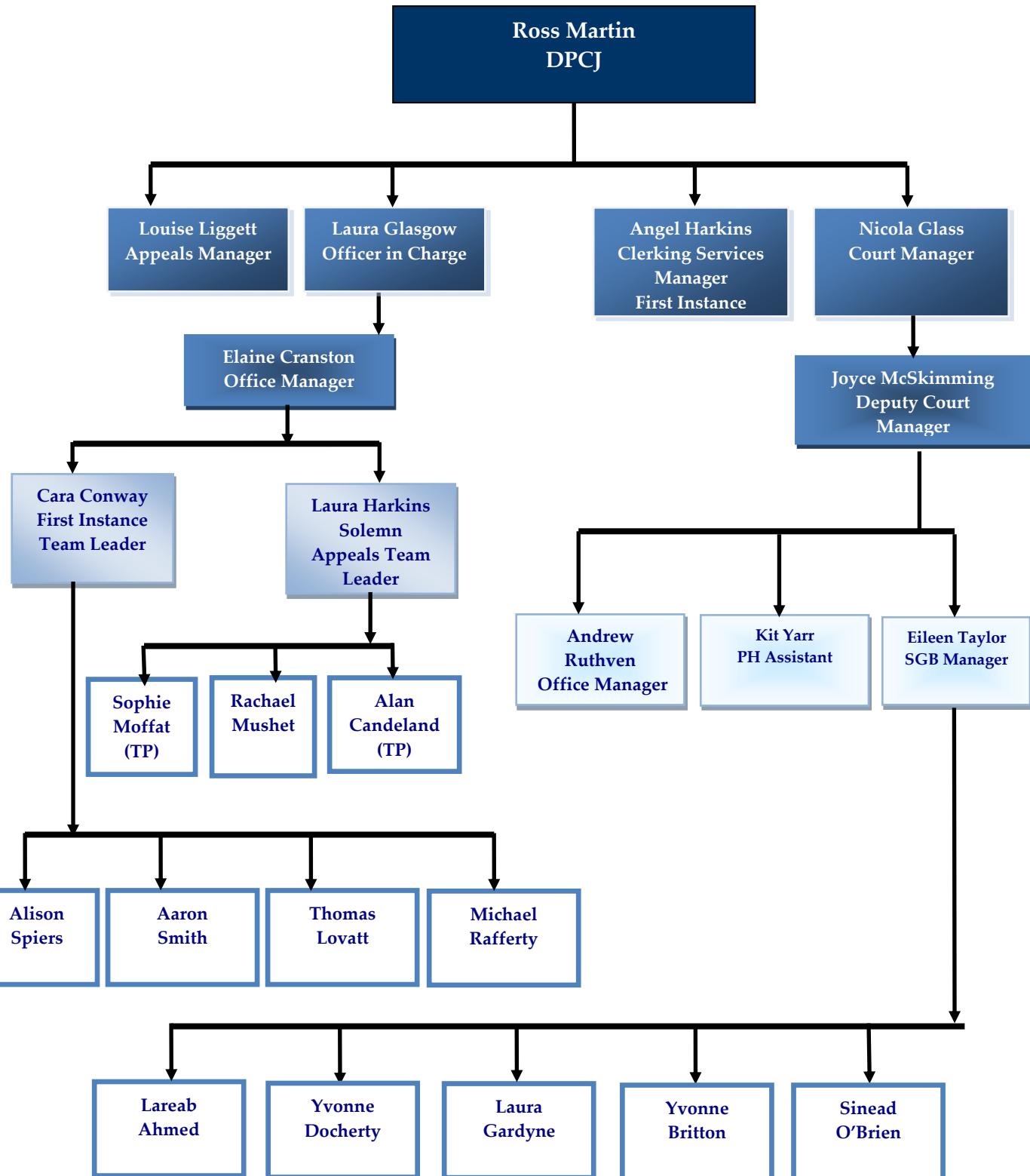
Matt Orton (Section Manager)

Jordan Douglas (Administrative Officer)

JUSTICIARY NEWS

AS OF 7 JULY 2025

WHO'S WHO



TELEPHONE CONTACT DETAILS

Deputy Principal Clerk of Justiciary
Ross Martin 0131 240 6913

Appeals Manager
Louise Liggett 0131 240 6704

Clerking Services Manager
First Instance
Angela Harkins 0131 240 6823

Officer in Charge
Laura Glasgow 0131 240 6743

Office Manager
Elaine Cranston 0131 240 6769

Lawnmarket Reception 0131 240 6920



FIRST INSTANCE

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

SOLEMN APPEALS

Team Leader	Laura Harkins	0131 240 6738
Transcriptions/Solemn	Sophie Moffat	0131 240 6655
Solemn	Rachael Mushet	0131 240 6691
AO Floater	Alan Candeland	0131 240 6902

TELEPHONE CONTACT DETAILS (CONTINUED)

GLASGOW HIGH COURT, SALTMARKET

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

GENERIC EMAIL BOXES AVAILABLE TO JUSTICIARY OFFICE CUSTOMERS

First Instance Business (except Glasgow hearings) - Highcourttrialsedinburgh@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.

SHERIFF APPEAL COURT (CRIMINAL) – MOVE

On 17 June 2025 the Sheriff Appeal Court (Criminal) Section moved up to level -1 in Parliament House to join their Sheriff Appeal Court (Civil) colleagues and are now part of the Sheriff Appeal Court Team.

GENERIC EMAIL BOXES AVAILABLE TO THE SHERIFF APPEAL COURT CRIMINAL CUSTOMERS

Summary Appeals – summaryappeals@scotcourts.gov.uk

Bail Appeals – bailappealreport@scotcourts.gov.uk

GDPR - REQUEST FOR SECURE EMAIL ADDRESS TO ALL SOLICITORS

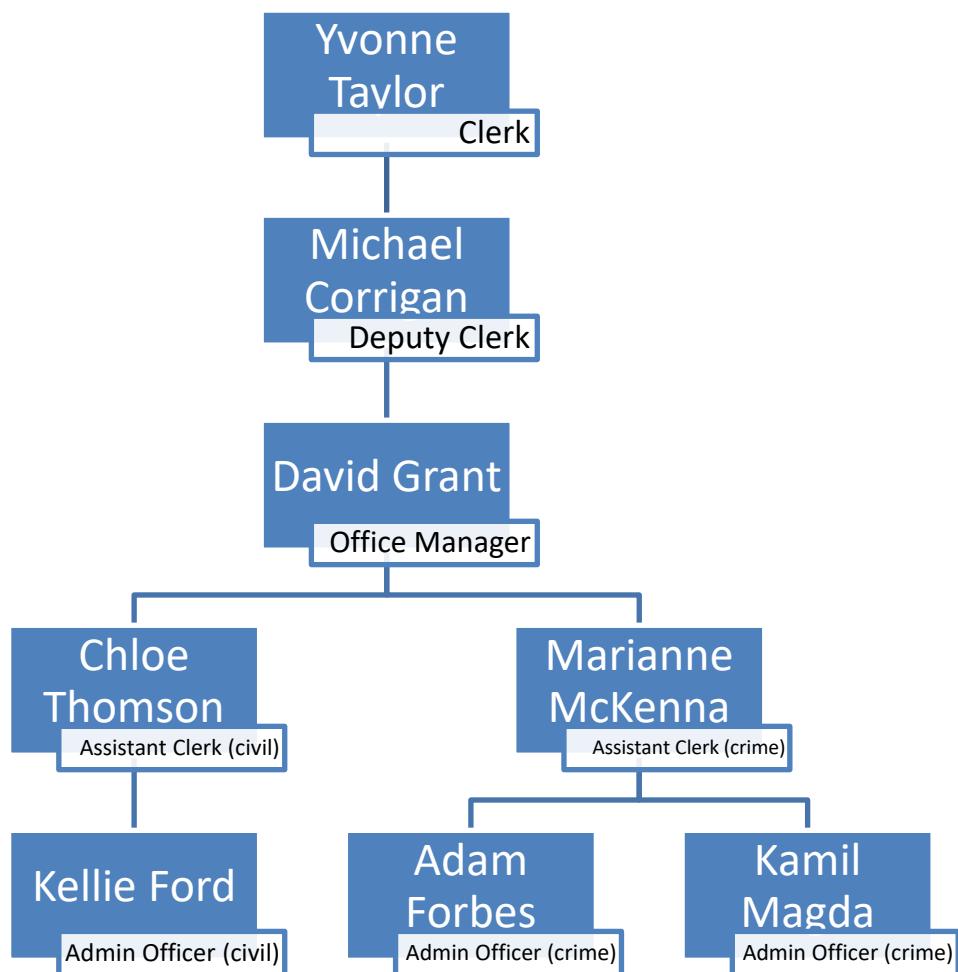
In terms of Data Protection we are asking solicitors to consider registering for a free CJSN email address. Justice partners can register at (<https://www.cjsn.net>) which is a free service for professionals in the justice system to allow communication with organisations like SCTS that are on the Public Services Network. Without a CJSN 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 CJSN 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
Highcourttrialsedinburgh@scotcourts.gov.uk

SHERIFF APPEAL COURT

WHO'S WHO AS AT DECEMBER 2025



CONTACT DETAILS

(0131 225 2595 OPTION 4)

Deputy Clerk
Michael Corrigan 0131 240 6876

Office Manager & Civil Clerk of Court
David Grant 0131 240 6885

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

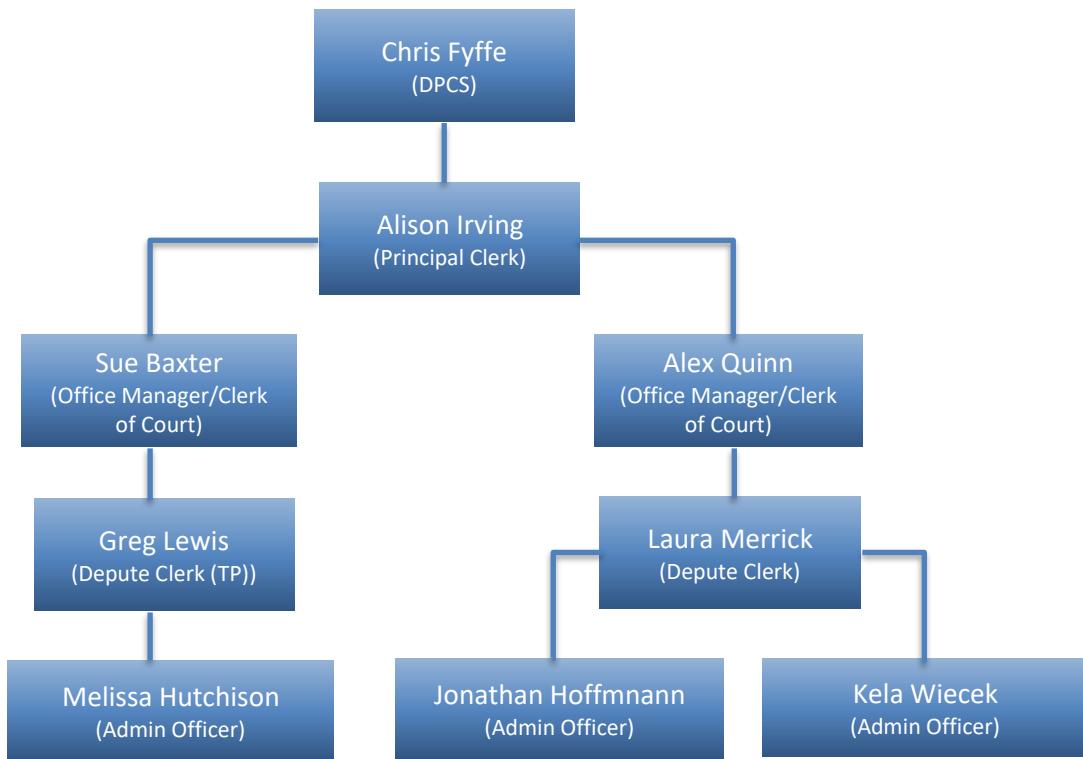
CRIMINAL	(SummaryAppeals@scotcourts.gov.uk)	BailAppealReport@scotcourts.gov.uk)
Assistant Clerk	Marianne McKenna	0131 240 6870
Admin Officer	Kamil Magda	0131 240 5120
Admin Officer	Adam Forbes	0131 240 6740

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/LANDS TRIBUNAL FOR SCOTLAND

WHO'S WHO AS AT DECEMBER 2025



CONTACT DETAILS

(0131 240 6853)

Principal Clerk

- **Alison Irving**

Office Manager/Clerk of Court

- **Sue Baxter**

Office Manager/Clerk of Court

- **Alex Quinn**

Depute Clerk

- **Laura Merrick**

Depute Clerk (TP)

- **Greg Lewis**

Administration Officer

- **Melissa Hutchison**

Administration Officer

- **Jonathan Hoffmann**

Administration Officer

- **Kela Wiecek**

Office Mailboxes

SLCourtMailbox@scotcourts.gov.uk

LTS_Mailbox@scotcourts.gov.uk

Office Hours

- **Monday to Thursday 9am until 5pm**
Friday 9am until 4.45pm

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

• • • •

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.

• • • •

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.

• • • •

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

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	OFFICES OF THE COURT OF SESSION	JUSTICIARY OFFICE / SALTMARKET
Mrs Elaine Reid Head of Administration Parliament House Parliament Square Edinburgh EH1 1RQ	Miss Eleanor Brown Depute in Charge Parliament House Parliament Square Edinburgh EH1 1RQ	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

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.

[Home](#)

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 6749

OFFICES OF THE COURT OF SESSION

Letter:	A Flanagan Court of Session Parliament House Parliament Square Edinburgh EH1 1RQ	Email	aflanagan@scotcourts.gov.uk
		Fax:	0131 240 6746
		Telephone:	0131 240 6696

JUSTICIARY OFFICE

Letter:	E Cranston High Court of Justiciary Parliament House Parliament Square Edinburgh EH1 1RQ	Email	ecranston@scotcourts.gov.uk
		Telephone:	0131 240 6769