

COURT OF SESSION
GUIDANCE NOTE FOR COURT USERS

1 December 2025

1. This guidance has effect from 1 December 2025 and will remain in effect until further notice. The guidance will be subject to ongoing review.
2. The [Act of Sederunt \(Electronic Signature and Electronic Transmission of Documents\) 2025](#) makes provision for the electronic signature and transmission of documents in civil proceedings in Scotland and comes into force on 1 December 2025. This guidance should be read in conjunction with the Act of Sederunt.
3. Paragraph 4(1) of the Act of Sederunt provides that an electronic signature will fulfil any requirement in court rules for a document to be signed or otherwise authenticated.
4. Paragraph 5(1) of the Act of Sederunt provides that requirements in court rules for documents to be sent to a person will be fulfilled by transmitting the document to the person electronically or transmitting it (electronically or otherwise) to a solicitor engaged to act on the person's behalf in relation to the proceedings in question.
5. Paragraph 6 makes consequential amendments and revokes the Act of Sederunt (Electronic Authentication) 2016.

Inner House

6. All Inner House business will be conducted in person unless otherwise authorised by the court.
7. All emails relating to Inner House matters should be sent to innerhouse@scotcourts.gov.uk. This email inbox is monitored during working hours ie: 10.00am – 4.00pm. Matters marked as urgent will be prioritised.
8. Electronic documents exceeding 20MB will require to be lodged via Objective Connect (see paragraph 14 below).
9. All documents lodged should be in accordance with the pertinent parts of Practice Note 3 of 2011 and Practice Note 2 of 2021.

Outer House

10. Procedural hearings in the Outer House can proceed in person or remotely by way of Webex video conference ([Chapter 12C Mode of attendance at hearings](#)). The Clerk of Court will contact parties in advance of any hearing to confirm the manner in which the hearing will proceed and provide a Webex link and joining instructions where appropriate. Where a hearing is set down to proceed in person, parties to the action may request that counsel/agents/parties be allowed to attend by Webex. Any such requests should be made by emailing the Clerk of Court.
11. All documents required for hearings should be provided electronically in PDF format. Documents should be lodged using either Civil Online (for solicitors who have access rights) or via email to the appropriate mailbox of the General Department (see paragraph 20). Where hard copy papers have already been lodged, parties may be asked to provide electronic copies of those documents. Clerks of Court will advise where electronic documents are required.
12. Substantive hearings in the Outer House will proceed in person. However, the court may allow all or part of the hearing to be conducted by way of Webex video conference or by hybrid means on cause shown. Parties seeking a remote or hybrid substantive hearing should make such a request by motion.
13. Where productions will require to be displayed at a hearing, the Clerk of Court will email parties in advance of the hearing to ascertain how parties intend to do this. The most common method used to display productions at a substantive hearing is by way of joint bundle or bundles in PDF format on a USB stick. At the hearing the USB will be inserted into the evidence presentation stack in the court room and the macer will navigate to the production to be shown as and when appropriate. Other methods that may be used are:
 - i. Agents connecting a laptop to the court presentation stack and navigating the productions themselves
 - ii. The use of a document operator employed by parties (this must be approved by the court)
 - iii. Using hard copy bundles of productions/affidavits (one bundle for the judge and one bundle for the court for use by witnesses). Please note if hard copy bundles are to be used, a corresponding electronic version of the hard copy bundle or bundles will require to be lodged.
14. Productions/joint bundles to be presented at substantive hearings should continue to be lodged electronically in PDF format using either Civil Online or by emailing the relevant mailbox of the General Department (listed in paragraph 20). Where productions or a bundle exceeds the file size limit (20MB for emails and 125MB for Civil Online) these should be lodged with the court using Objective Connect. The guidance on submitting documents via Objective Connect can be found here: <https://www.scotcourts.gov.uk/media/p0y1tvab/general-department-objective-connect-court-user-guidance-12-november-2021.pdf>.

15. For the fixing of civil jury trials, Parties should submit a Court of Session e-fixing form to keepersfixing@scotcourts.gov.uk to allow a Jury trial date to be fixed, prior to the enrolment of a motion seeking proposed issues and counter-issues to be approved by the court under RCS 37.1. Proposed issues and counter-issues lodged for approval under RCS 37.1 must be lodged electronically in PDF format to allow for electronic authentication should the motion be granted. Requests for jury precepts should be emailed to the relevant General Department mailbox (see paragraph 20 below). Civil Jury trials will proceed in person; guidance is available for jurors on the SCTS website Jurors (scotcourts.gov.uk).

Appearance at Court

16. All persons attending the Court of Session for any hearing must familiarise themselves with SCTS guidance on coming to court which can be found here: <https://www.scotcourts.gov.uk/coming-to-court/general-information-for-attending-court/guidance-on-coming-to-court/>

Appearance at Remote Hearings

17. Any party attending a court hearing being held remotely is expected to maintain equivalent standards of behaviour as if they were attending the court in person. Parties must ensure a quiet and secure space for their participation in the remote hearing. Parties will be responsible for ensuring that any witnesses cited for substantive hearings are able to appear remotely in accordance with Rule of Court 36.9(4).
18. Mechanical or audio recording of any court hearing, whether it is being conducted in person, remotely or by hybrid means, is not permitted without the consent of the Court.

Rolls of Court

19. A weekly Court Roll is published on the SCTS website. This details Inner House and Outer House procedural and substantive business expected to call in the following week. The Daily Business Roll is updated in real time and details the cases that are calling in court that day, including the allocated courtroom.

Mailboxes

20. All Court of Session business correspondence should continue to be emailed to the appropriate generic mailbox as follows:

- 23.1C E-motions - courtofsession.motions@scotcourts.gov.uk
- Fixing of substantive Outer House business - keepersfixing@scotcourts.gov.uk
- Keeper's Office - keepers@scotcourts.gov.uk
- Inner House - innerhouse@scotcourts.gov.uk
- Ordinary, Family and Commercial departments, including group proceedings - gcs@scotcourts.gov.uk
- Personal injury actions - personalinjuries@scotcourts.gov.uk
- Petitions department - petitions@scotcourts.gov.uk

These mailboxes are monitored during working hours which are:
Monday to Friday 10.00am – 4.00pm

Wherever possible parties should refrain from emailing outwith these hours. Emails received after 4pm will not be attended to until the following day. Any document that requires to be lodged with the court and is received between 9am-5pm (Monday to Thursday) or 9am-4.45pm (Friday) will be treated as lodged on the day of receipt, unless the court directs otherwise.

The commercial mailbox (commercial@scotcourts.gov.uk) should be used only for copying in urgent commercial motions and for contacting commercial clerks. All other commercial matters should be emailed to gcs@scotcourts.gov.uk.

21. To support the efficient management of digital processes the following naming convention should be used in the email subject line for all emails sent to any of these mailboxes:

- Case reference number - Case name - Subject matter
(e.g. COS-A908-23 A Smith v B Jones Entering Appearance).

Electronic documents

22. There is no requirement for hard copy papers to be lodged in any Court of Session action unless otherwise directed by the court. Solicitors with access rights to Civil Online are encouraged to use the Civil Online functionality to lodge electronic documents directly onto ICMS. Guidance can be found here [Guidance from the Court of Session | Scottish Courts and Tribunals Service](#).

23. All documents lodged in respect of current and new actions should continue to be submitted via Civil Online or by email and in PDF format. The naming convention in

paragraph 21 should be used for all electronic documents **not lodged via Civil Online** to be lodged in process.

24. All summonses will be signetted electronically. Summonses lodged in PDF form will have the words “certified signetted on [date]” and an electronic signature of the registering admin clerk added to them.
25. Initiating documents for new actions and documents that require to be lodged in accordance with a court timetable or interlocutor will be deemed to have been lodged with the court on the date when the email with the document attached is received and the document attached is accepted. If the document is submitted via Civil Online or by email outwith working hours, it will be deemed as lodged with the court on the next day the office is open for business and the document attached is accepted. Time critical documents should be emailed to the relevant mailbox and marked urgent.
26. Where the overall size of an email (including attached documents) would exceed 20MB, documents will require to be lodged in digital format via Objective Connect (see paragraph 14 above). Similarly, if any document to be lodged via Civil Online exceeds 125MB, these should also be lodged via Objective Connect. In respect of productions, inventories of productions must be lodged as a separate document, irrespective of whether productions are lodged by Civil Online, email or via Objective Connect. All productions, within the corresponding inventory, should be lodged as one PDF document. Productions may be returned should they come in separately.

Motions

27. All motions lodged by email should be accompanied by an electronic copy of the most up to date pleadings in PDF format (i.e. a record where one has previously been lodged, failing which the most up to date pleadings), as well as any document required for consideration of the motion. The naming convention set out in paragraph 21 should be applied. Motions **cannot** be accepted via Civil Online at the present time.
28. Motions to be lodged with the court should be sent to the following inboxes:
 - 23.1C E-motions **other than** e-motions in group proceedings: courtofsession.motions@scotcourts.gov.uk
 - E-motions in group proceedings: gcs@scotcourts.gov.uk (per PN 2 of 2020; para 38)
 - All other motions: to the appropriate section of the general department (see note of generic mailboxes at paragraph 20 of this guidance)
 - In commercial actions, **if the motion is urgent**, please copy in commercial@scotcourts.gov.uk

Caveats

29. Caveats may be submitted electronically by email to petitions@scotcourts.gov.uk. Agents who have registered with Civil Online can submit caveats through the caveat portal of Civil Online as an alternative to email. The portal is the preferred method of submission to the court. Please note caveats will only be accepted during office hours (office hours are noted at paragraph 20). Should the caveat require to be lodged urgently outwith office hours the standard out of hours procedure applies.

Fixing of Substantive Hearings

30. An [electronic fixing form](#) and [Guidance](#) on the process for electronic fixing are available on the Court of Session current business page of the SCTS website. All completed electronic fixing forms should be emailed to keepersfixing@scotcourts.gov.uk.

Confidential Documents

31. Detailed [guidance for Havers](#) on how to use Objective Connect in the Court of Session when confidentiality of documents is claimed under Rule of Court 35.8 is available on the SCTS website. A [varied Form 35.3-A](#) which specifies the option to submit confidential documents in electronic form is also available on the website.

Fees

32. Where a fee is payable, it will be charged to your Court of Session account. If you do not have a Court of Session account, staff from the Offices of Court will contact you to take payment by debit/credit card over the telephone.

Court of Session
27 November 2025

Last updated on 17 March 2026 to clarify processes relating to motions.