

**SHERIFFDOM OF NORTH STRATHCLYDE**  
**PRACTICE NOTE 2 of 2020**  
**ELECTRONIC SUBMISSION OF DOCUMENTS**

**Introduction**

1. This Practice Note has effect from 28 June 2020. It supersedes Practice Note No 1 “Electronic Submission of Documents” updating the format and size of documents which may be submitted.
2. Schedule 4 Part I of the Coronavirus (Scotland) Act 2020 enables the use of electronic signatures and the electronic transmission of court documents. Where a document requires to be signed, an electronic signature will be accepted in accordance with Schedule 4.
3. This Practice Note does not apply to commissary business (see The Lord President’s Practice Note No.1 of 2020 “Exception to electronic signatures and transmission of documents”).

**Lodging of Documents**

4. The documents and items of process in relation to new and existing cases in the sheriff court should be lodged electronically by email to the e-mail addresses for the relevant court set out in Appendix 1.
5. Where the rules of court require specific documents to be lodged with an initiating writ or defences, such documents should also be send to the court in hard copy by post with a covering letter confirming that they have been lodged electronically.
6. With the exception of those documents referred to in paragraph 5, only in exceptional circumstances (which require to be set out in a covering letter), or

where a sheriff so directs in advance of a hearing, should documents be lodged in hard copy paper form.

7. The following naming convention should be used for all electronic documents to be lodged in process: Case name - Case Reference number - Nature of Document (e.g. A Smith v B Jones – A908-20 – Defences; D Campbell v F Gordon – F156-20 - Minute of Amendment).
8. Any document lodged electronically will be deemed to have been lodged with the court on the date the email is received. An automated acknowledgment of receipt will be issued.
9. Urgent writs, applications, forms or motions should be sent by electronic means to the e-mail addresses for the relevant court set out in Appendix 1 to this guidance. Such emails must carry the word 'URGENT' in the subject title of the email.
10. Documents submitted electronically must be submitted in PDF format. Each document must not exceed 21MB in size. Where this is not possible, enquiries should be made by email to the relevant mailbox referred to in Appendix 1 to agree a way forward with the relevant clerk of court.

**Sheriff Principal D L Murray WS**  
**Sheriffdom of North Strathclyde**  
**26 June 2020**

## Appendix 1

Campbeltown	<a href="mailto:campbeltowncivil@scotcourts.gov.uk">campbeltowncivil@scotcourts.gov.uk</a>
Dumbarton	<a href="mailto:dumbartoncivil@scotcourts.gov.uk">dumbartoncivil@scotcourts.gov.uk</a>
Dunoon	<a href="mailto:dunooncivil@scotcourts.gov.uk">dunooncivil@scotcourts.gov.uk</a>
Greenock	<a href="mailto:greenockcivil@scotcourts.gov.uk">greenockcivil@scotcourts.gov.uk</a>
Kilmarnock	<a href="mailto:kilmarnockcivil@scotcourts.gov.uk">kilmarnockcivil@scotcourts.gov.uk</a>
Oban	<a href="mailto:obancivil@scotcourts.gov.uk">obancivil@scotcourts.gov.uk</a>
Paisley	<a href="mailto:paisleycivil@scotcourts.gov.uk">paisleycivil@scotcourts.gov.uk</a>