



# The Simple Procedure List of Evidence Form

Before completing this form, you should read Part 10 of the Simple Procedure Rules, which is about documents and other evidence.

This is the List of Evidence Form. Parties must send a copy to each other and to the court at least 14 days before the hearing.

All documents and other evidence must be lodged with the court by sending them to the sheriff clerk at least 14 days before the hearing. If you think that there will be practical difficulties involved with sending evidence to the court (e.g. because of size, or because something might go off) you must contact the sheriff clerk before sending that evidence to be lodged.

## A. ABOUT THE CASE

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Sheriff Court

Claimant

Respondent

Case reference number

## B. ABOUT YOU

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B1. What is your full name?

Name

Middle name

Surname

Trading name or  
representative capacity (if  
any)

B2. Which party in this case are you?

 Claimant Respondent

## C. LIST OF EVIDENCE

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- ① Set out all evidence or other documents you are lodging with the court.
- ① Set out a brief description of each item of evidence and explain its relationship to the case. This means the reason why you think this item of evidence is necessary for the court to make a decision in this case.
- ① It is useful to the court if documents and other evidence being lodged can be numbered using the numbers (C1, C2, etc) below. If bigger documents do not already have page numbers, then adding page numbers can help the court read and understand these documents.
- ① If you think that you need more than 10 items of evidence, please fill out a further List of Evidence Form and attach it to this one.

### C1. Item of evidence

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Brief description of  
document or other  
evidence

Relationship to the case

### C2. Item of evidence

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Brief description of  
document or other  
evidence

Relationship to the case

### C3. Item of evidence

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Brief description of  
document or other  
evidence

Relationship to the case

### C4. Item of evidence

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Brief description of  
document or other  
evidence

Relationship to the case

**C5. Item of evidence**

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Brief description of  
document or other  
evidence

Relationship to the case

**C6. Item of evidence**

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Brief description of  
document or other  
evidence

Relationship to the case

**C7. Item of evidence**

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Brief description of  
document or other  
evidence

Relationship to the case

**C8. Item of evidence**

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Brief description of  
document or other  
evidence

Relationship to the case

**C9. Item of evidence**

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Brief description of  
document or other  
evidence

Relationship to the case

C10. Item of evidence

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Brief description of  
document or other  
evidence

Relationship to the case