



Attending a Civil Court in Scotland

**Easy Read**

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| What this booklet is about. | |
| C:\Users\catrionar\Downloads\Place_Law_Court (1).jpg | This booklet is about going to a **civil court** in Scotland. |
| C:\Users\catrionar\Downloads\Place_Law_Court (1).jpg | A **civil** **court** is a place where people go to sort things out when they do not agree. |
| https://www.mygov.scot/assets/images/organisations/scottish-court-service.png | This booklet was written by the **Scottish Courts and Tribunals Service.** |
| https://www.mygov.scot/assets/images/organisations/scottish-court-service.png | **The Scottish Courts and Tribunals Service** is in charge of the buildings that are used for courts. |
| C:\Users\catrionar\Downloads\Hard_Words.jpg | Any big words in this booklet have been put in **bold**. |
| C:\Users\catrionar\Downloads\Big_Words.jpg | Words in **bold** will be explained in the booklet. |

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| What happens before **court**? | |
| C:\Users\catrionar\Downloads\Read4.jpg | When someone has made a legal complaint about someone else the person they complained about is given a letter. |
| C:\Users\catrionar\Downloads\Papers.jpg | This is called **serving papers**. |
| C:\Users\catrionar\Downloads\Cal-Date-21.jpg | The person who was **served papers** has 21 days to answer. |
| C:\Users\catrionar\Downloads\Place_Law_Court (1).jpg | When they answer they say if they want to go to court. |
| C:\Users\catrionar\Downloads\Clipboard-Green-Tick.jpg | If they say that the complaint is right they don’t have to go to court. |
| C:\Users\catrionar\Downloads\Banknote-10-Pounds.jpg | If they don’t go to court they might have to pay some money. |

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| Why people might go to a **civil court.** | |
| C:\Users\catrionar\Downloads\Henry_David-2.jpg | Civil courts are there to help **parties** who do not agree. |
| C:\Users\catrionar\Downloads\Argue1.jpg | **Parties** is the name given to the two sides in the **court**. |
| http://wcdn1.dataknet.com/static/resources/icons/set58/3cd0e702.pngC:\Users\catrionar\Downloads\Clare1.jpg | **Parties** might be a person, a company or any other organisation. |
| C:\Users\catrionar\Downloads\Court-Barrister-Victim-2.jpg | When people go to court it is called a **civil action.** |

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| Who will be in **Court**? | |
| C:\Users\catrionar\Downloads\Barrister-2.jpg | The **Sheriff** is theperson in charge of everything that happens in the court room. |
| C:\Users\catrionar\Downloads\Social_Work.jpg | **Solicitors** are people who have trained in law. |
| C:\Users\catrionar\Downloads\Social_Work.jpg  C:\Users\catrionar\Downloads\Social_Work.jpg | **Solicitors** help people to know what to say in court.  **Solicitors** can also be called **lawyers**. |
| C:\Users\catrionar\Downloads\Idea4.jpg | People do not need to have a solicitor but getting advice about legal things is a good idea. |

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| The kind of things **parties** talk about in court.  **Debt** | |
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| C:\Users\catrionar\Downloads\Bills.jpg | **Debt** is money that you owe another person or a company like a bank. |
| C:\Users\catrionar\Downloads\Cashier_stamp.jpg | The person might have to go to **court** to agree a way to pay back the **debt.** |
| **Divorce** |  |
| http://singlesandmarried.co.uk/wp-content/uploads/2015/05/divorce.jpg | When a married couple want to get **divorced**. |
| http://singlesandmarried.co.uk/wp-content/uploads/2015/05/divorce.jpg | Getting **divorced** means they will not be married to each other anymore. |
| C:\Users\catrionar\Downloads\Home.jpg | When a couple get **divorced** they might need to go to **court** to agree how to split up their money and house. |

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| **Access to Children** | |
| C:\Users\catrionar\Downloads\Darcy-3.jpg | Sometimes parents have to go to **court** to sort out when they see their children. |
| C:\Users\catrionar\Downloads\Alice-5.jpg | Sometimes parents go to **court** when social workers are worried about their children. |

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| Which court do people go to for **civil actions**? | |
| C:\Users\catrionar\Downloads\Place_Law_Court.jpg | For **civil actions** people will go to either the **Sheriff Court** or the **Court of Session**. |
| Parliament House, Edinburgh.JPG | The **Court of Session** is in Edinburgh. |
| C:\Users\catrionar\Downloads\UK_map_scot.jpg | There are **Sheriff Courts** all across Scotland. |

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| The different types of **Civil Actions.** | |
| C:\Users\catrionar\Downloads\Banknote-50-Pounds.jpgC:\Users\catrionar\Downloads\Banknote-50-Pounds.jpgC:\Users\catrionar\Downloads\Banknote-50-Pounds.jpg | **Simple Procedure actions** are when the money involved is up to £5000. |
| C:\Users\catrionar\Downloads\Contract.jpg | **Simple Procedure** claims are made when someone has not done something they should do such as pay money. |
| C:\Users\catrionar\Downloads\Banknote-50-Pounds.jpgC:\Users\catrionar\Downloads\Banknote-50-Pounds.jpgC:\Users\catrionar\Downloads\Banknote-50-Pounds.jpg | **Summary Cause** is when the money involved is up to £5000 and is for damages because of personal injuries. |
| C:\Users\catrionar\Downloads\Home.jpg | **Summary Cause** is also used when the owner is trying to get back the property from the person they rented it to. |
| http://singlesandmarried.co.uk/wp-content/uploads/2015/05/divorce.jpg | **Ordinary Actions** are things like **divorce** or when parents are trying to agree when they see their children or when money is involved over £5000. |
| C:\Users\catrionar\Downloads\Gavel-1 (1).jpg | **Miscellaneous Actions** are other things that relate to the law. |
| C:\Users\catrionar\Downloads\Comfort.jpg | Examples of **miscellaneous actions** are when the **court** has to help to protect a child or an adult at risk of harm. |
| The Golden Rules Of Bankruptcy: Chapter 7 Vs. Chapter 13 | Other **miscellaneous actions** are when a business or person runs out of money and can’t pay money it owes. |
| The Golden Rules Of Bankruptcy: Chapter 7 Vs. Chapter 13 | This is called being **bankrupt.** |
| C:\Users\catrionar\Downloads\Father.jpg | If someone wants to adopt a child this has to go to **court**. |

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| What will happen in a civil court? | |
| C:\Users\catrionar\Downloads\Court-Barrister-Witness.jpg | First there will be a **hearing**. |
| C:\Users\catrionar\Downloads\Court-Barrister-Witness.jpg | The **hearing** is when the people involved go to court to try and agree the steps to take to sort out the case. |
| C:\Users\catrionar\Downloads\Months.jpg | They might agree on a date to come back to court for a **diet of proof.** |
| C:\Users\catrionar\Downloads\Barrister-2.jpg  C:\Users\catrionar\Downloads\Witness-Attack (1).jpg  C:\Users\catrionar\Downloads\Witness-Attack (1).jpg | A **diet of proof** is when the **Sheriff** listens to each side of the argument.  At the **diet of proof** there may be **witnesses**  A **witness** is a person who knows something about what happened. |
| C:\Users\catrionar\Downloads\Court-Barrister-Victim-2.jpg  C:\Users\catrionar\Downloads\Court-Barrister-Victim-2.jpg  C:\Users\catrionar\Downloads\Listen.jpg | They tell the people in the **court** what they know.  Talking in **court** about what you know is called **giving evidence**.  The **Sheriff** listens to both sides when they talk about what happened. |
| C:\Users\catrionar\Downloads\Barrister-2.jpg | The **Sheriff** makes a decision called a **judgment**. |
| C:\Users\catrionar\Downloads\Notebook2.jpg | The **Sheriff** might speak in court to say what they have decided or they might write it down. |

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| What happens after a court case? | |
| C:\Users\catrionar\Downloads\Contract (1).jpg | What the Sheriff decides is called an **order**. |
| C:\Users\catrionar\Downloads\Cashier_stamp.jpg | The **order** might mean that the person has to pay money. |
| C:\Users\catrionar\Downloads\Delilah-4.jpg | The **order** might be to decide who is to look after children. |
| http://singlesandmarried.co.uk/wp-content/uploads/2015/05/divorce.jpg | The **order** might say who gets to keep things if a couple has **divorced**. |
| Appeals. | |
| C:\Users\catrionar\Downloads\Boss_cross.jpg | If someone is not happy about the decisions made in court they can **appeal**. |
| C:\Users\catrionar\Downloads\Thinking-Right-Wrong-Tony-Edit.jpg | An **appeal** is when you ask for the decision to be thought about again. |

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| If you need more information. | |
| C:\Users\catrionar\Downloads\Website.jpg | You can look on the website  [**www.scotcourtstribunals.gov.uk**](http://www.scotcourtstribunals.gov.uk) |
| C:\Users\catrionar\Downloads\Envelope_write (1).jpg | You can write a letter to  **Scottish Courts and Tribunals Service,**  **Saughton House,**  **Broomhouse Drive,**  **Edinburgh,**  **EH11 3XD.** |
| C:\Users\catrionar\Downloads\Email (1).jpg | |  | | --- | | You can write an email to  [**enquiries@scotcourtstribunals.gov.uk**](mailto:enquiries@scotcourtstribunals.gov.uk) | |
| C:\Users\catrionar\Downloads\Dial1 (1).jpg | You can telephone **0131 444 3352** |



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