



FORM 11B

# The Simple Procedure Witness Citation Notice

You have been cited as a witness in a case in the sheriff court. The details of the case and the date on which you should come to court are set out below.

**It is very important that you attend court and you should note that failure to do so may result in a warrant being granted for your arrest.**

You may claim back money which you have had to spend and any earnings you have lost within certain specified limits, because you have to come to court. These may be paid to you if you claim within specified time limits. Claims should be made to the person who has asked you to attend court. Proof of any loss of earnings should be given to that person.

If you wish your travelling expenses to be paid before you go to court, you should apply for payment to the person who has asked you to attend court (listed below at D1).

If you:

- would like to know more about being a witness,
- are a child under the age of 18,
- think you may be a vulnerable witness within the meaning of section 11(1) of the Vulnerable Witnesses (Scotland) Act 2004 (that is someone the court considers may be less able to give their evidence due to mental disorder or fear or distress connected to giving your evidence at the court hearing),

you should contact the person who cited you (listed below at D1) for further information.

If you are a vulnerable witness (including a child under the age of 18) then you should be able to use a special measure (such measures include use of a screen, a live TV link or a supporter, or a commissioner) to help you give evidence.

## A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number

## B. ABOUT THE WITNESS

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B1. What is the full name of the witness?

Name

Middle name

Surname

## C. WHEN AND WHERE YOU MUST COME TO COURT

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 The witness must come to the court listed below on the date and time listed below.

The Sheriff Court you must  
come to is:

Address

Postcode

You must come to the  
Sheriff Court on:

## D. ABOUT THIS CITATION

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 This part contains information about the party who has cited you as a witness.

D1. Who is citing you as a witness?

 If the person who cited you is represented by a solicitor, they should list the solicitor's details here. If they do not, they should list their own details.

Name

Address

Firm or organisation

Email

D2. Which party is citing you as a witness?

- Claimant
- Respondent

D3. Who formally served this Witness Citation Notice?

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Name

Address

Firm or organisation

Solicitor or sheriff officer

Signature

Date of formal service