

CAVEATS – CIVIL ONLINE

Scottish Courts
and Tribunals Service



SOLICITOR USER GUIDE

V1 July 2023



Create a caveat

Please choose an option from the following list so we can direct you to the appropriate page

Which of these actions do you want to take?

I want to create a caveat

I want to track or renew a caveat

I want to submit a simple procedure claim

I want to respond to a simple procedure claim

I want to complete an unfinished / rejected simple procedure claim or response

I want to check case details or submit documents in support of an existing case

NOTE: The “I want to create a caveat” and “I want to track or renew a caveat” options will only be visible to users of firms/organisations that hold an SCTS credit account.

For more information on SCTS credit accounts please refer to the website [Credit Accounts \(scotcourts.gov.uk\)](https://www.scotcourts.gov.uk/credit-accounts)

Log in to Civil Online and click “I want to create a caveat” from the list of options on the welcome page. The user will then be directed to the Create a Caveat screen.

Click anywhere on the bar that says “Party the caveat applies to”, This will expand the first drop-down section that requires to be completed. Alternatively, users can select “Open all” to expand all sections at once.

Create a caveat

Please use the form below to register the details of the party and caveat.

When the party lodging the caveat is not also the subject, a section will become available to register those details.

Party the caveat applies to

Party lodging the caveat (if not the above)

Open all



Create a caveat – Party the caveat applies to

Use the radio button to select whether the party the caveat applies to is a natural person or a business. The fields displayed below this button change based on the option selected.

If the party is acting in a representative capacity or “trading as” select the tick box, this will populate a textbox field to enable further information to be entered.

Users are required to enter details about the party’s address. The postcode field has an address finder functionality enabled. Meaning that when users start typing a postcode the system will provide a list of suggested addresses to save users from having to type the full address manually. Users can select an address and chose to amend or add details accordingly.

At the bottom of this section the tickbox “This party is the lodger” is selected by default. If the party the caveat applies to is not the lodger of the caveat, then this box should be unchecked. This will expand the next section called “Party lodging the caveat (if not the above)” and clear the fields within this section, so the user can enter details about the party lodging the caveat.

If the party is the lodger, the next section can be ignored and users can move onto the “Submission Court(s)” section.

Party the caveat applies to

Party details

Natural person Business

First name(s)

Last name

Acting in a representative capacity or trading as

Acting in a representative capacity or trading as

e.g. as an executor or permanent trustee

NOTE: The business name field has a 6000 character limit.

Party address

Postcode (Optional)

27 Queen Street , PETERHEAD, Scotland
35 Queen Street , PETERHEAD, Scotland
35 Queen Street , PETERHEAD, Scotland
39 Queen Street , PETERHEAD, Scotland
31-33 Queen Street , PETERHEAD, Scotland
Sheriff Court House Queen Street , PETERHEAD, Scotland

This party is the lodger
Unchecking this box will open a new dialogue

Party lodging the caveat (if not the above)

Submission court(s)

Create a caveat – Party lodging the caveat (if not the above)

Party lodging the caveat (if not the above) ^

Party details

Natural person Business

First name(s)

Last name

Acting in a representative capacity or trading as

If in the previous section, the tick box that says “The party is the lodger” is selected, then the fields within this section will be pre-populated with the same details that was entered in the previous section.

If, the tick box is unselected then these fields will be empty for users to enter the details as appropriate.

NOTE: This section is only for use in situations where the party listed in the caveat is not the party instructing the lodging of same. For example, a power of attorney has instructed the lodging of the caveat on behalf of an individual.

Create a caveat – Submission Court(s)

Submission court(s)

Select the court(s) at which you wish to register a caveat. Selecting a group (leftmost 2 columns) will select/deselect all courts within that group.

Court of Session

All Sheriff Courts

Glasgow and Strathkelvin

Glasgow

Grampian Highland and Islands

Aberdeen

Banff

Elgin

Fort William

Inverness

Kirkwall

Lerwick

Lochmaddy

Peterhead

Portree

Stornoway

Tain

Wick

Lothian and Borders

Edinburgh

Jedburgh

Livingston

Selkirk

North Strathclyde

Campbeltown

Dumbarnton

Dunoon

Greenock

Kilmarnock

Oban

Paisley

South Strathclyde, Dumfries and Galloway

Airdrie

Ayr

Dumfries

Hamilton

Lanark

Stranraer

Tayside, Central and Fife

Alloa

Dundee

Dunfermline

Falkirk

Forfar

Kirkcaldy

Perth

Stirling

Users are required to select which courts they wish to submit the caveat to.

Courts are listed in alphabetical order from left to right under their respective Sheriffdom.

Groups have been created such as each “All Sheriff Courts” to allow the user to select numerous courts as quickly as possible. Selecting a group (leftmost 2 columns) will select all the courts within that group. If one of the subgroups or courts is unchecked the overarching selection will be removed but all other courts will stay checked

Create a caveat – Action types and contacts

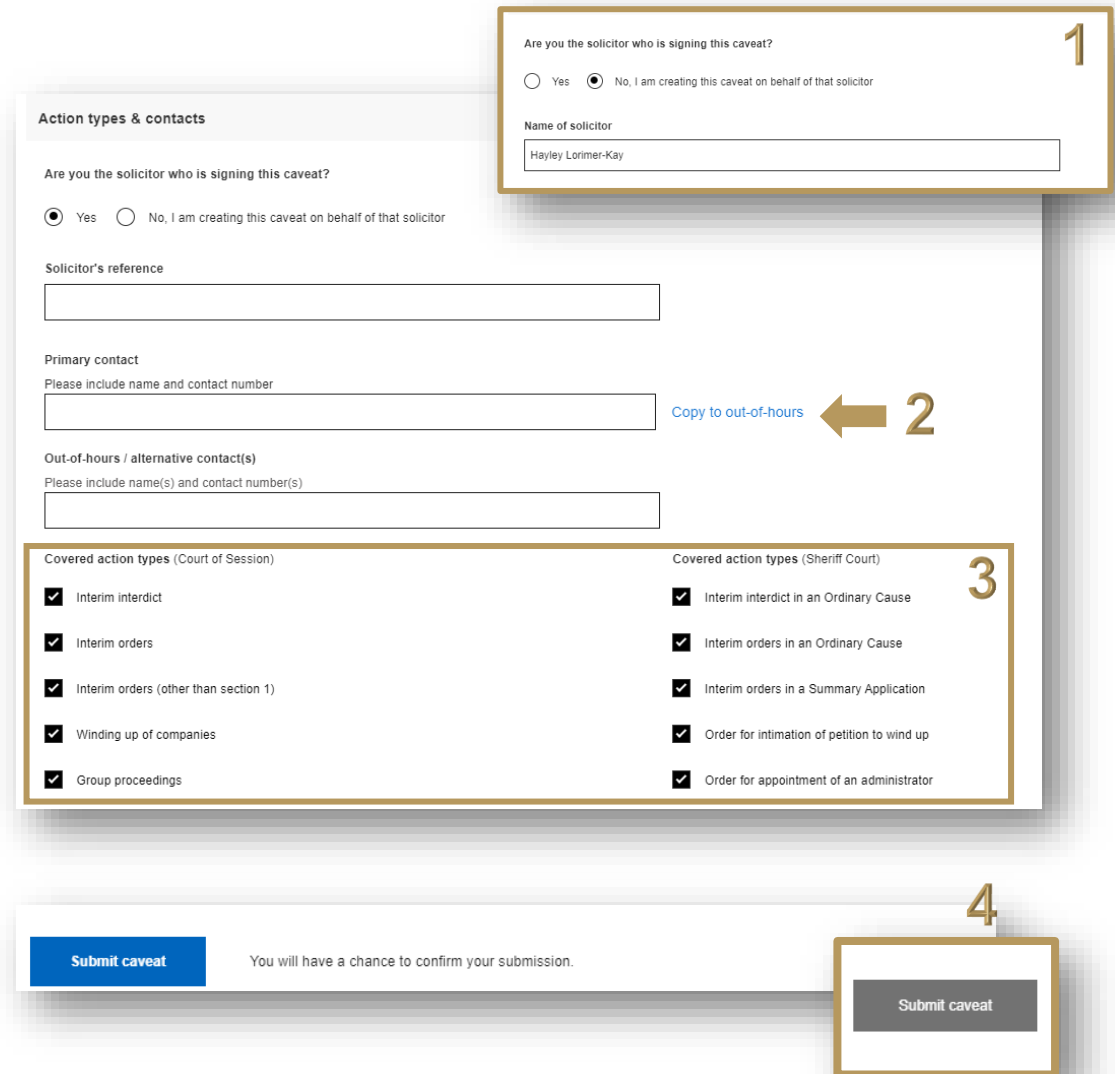
The first part of this section asks users to confirm if they are the solicitor signing the caveat. “Yes” is selected by default. If the user logged into the portal is the solicitor that will be signing the caveat then they do not need to change the selection and the system will automatically populate their name into the caveat accordingly.

If users select “No, I am creating this caveat on behalf of that solicitor” then a new field will appear to allow the user to enter the name of that solicitor (see no.1).

If the primary contact details are the same as the out-of-hours, users can select the “copy out-of-hours” button to save them having to re-type details (see no.2).

At the bottom of this section users can select/de-select the action types they would like covered. There are separate lists for Sheriff Court and Court of Session. The list(s) that displays on screen depends upon the courts that have been selected for submission. All covered actions types are selected by default (see no.3).

Once all information has been populated users should click “Submit caveat”. If the button is grey in colour instead of blue, required information is missing from one of the sections (see no.4).



1 Are you the solicitor who is signing this caveat?
 Yes No, I am creating this caveat on behalf of that solicitor
 Name of solicitor

2 Action types & contacts
 Are you the solicitor who is signing this caveat?
 Yes No, I am creating this caveat on behalf of that solicitor
 Solicitor's reference

 Primary contact
 Please include name and contact number
 [Copy to out-of-hours](#)
 Out-of-hours / alternative contact(s)
 Please include name(s) and contact number(s)

3 Covered action types (Court of Session)
 Interim interdict
 Interim orders
 Interim orders (other than section 1)
 Winding up of companies
 Group proceedings

Covered action types (Sheriff Court)
 Interim interdict in an Ordinary Cause
 Interim orders in an Ordinary Cause
 Interim orders in a Summary Application
 Order for intimation of petition to wind up
 Order for appointment of an administrator

4 Submit caveat You will have a chance to confirm your submission.

Create a caveat – Please pay for your caveat(s)

Please pay for your caveat(s)



There is a fee for uploading your caveat(s).

To be lodged at	Fee
Aberdeen Sheriff Court	£47
Banff Sheriff Court	£47
Court of Session	£47
Peterhead Sheriff Court	£47

Showing 1 to 4 of 4 entries Total fee payable £188

We will charge your credit account for lodging your caveat(s).

Payment method

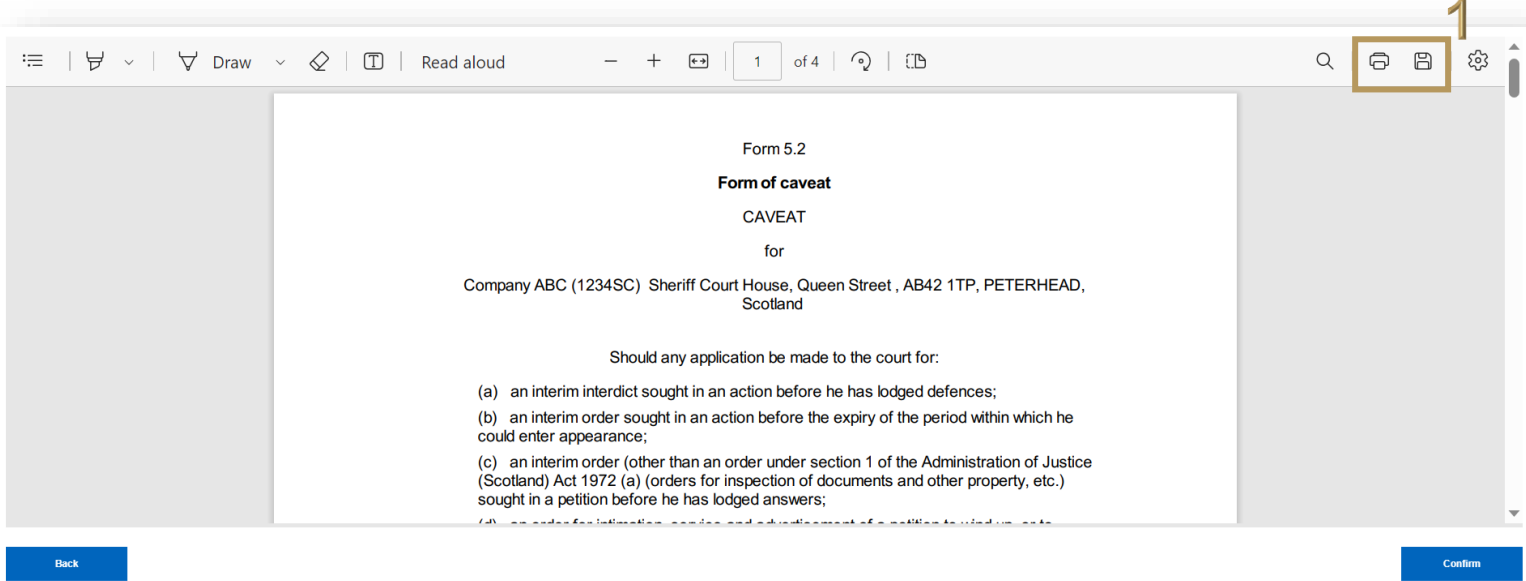
Select Credit Account  

If a user has access to more than one branch/firm that holds an SCTS credit account, they will be required to select the branch/credit account they wish to charge the caveat(s) to. It is worth noting that the caveat, once accepted, will appear on the tracker list for the branch/credit account that is selected. Once an account has been selected the caveat preview pane will be displayed.

If the user only has access to one firm that holds an SCTS credit account then they will not be required to select a credit account. This component won't be visible but users will automatically see the caveat preview pane.

Users can utilise the preview pane to review the caveat(s) information. There will be 1 caveat for each court that has been selected. If users wish to make amendments they can use the “Back” button at the bottom of the page to navigate to the previous screen. There is also an option to save and print the caveat(s) (see no.1).

Once content with all the details, users can press “confirm” which will submit the caveat to the court(s).



Form 5.2
Form of caveat
CAVEAT
for
Company ABC (1234SC) Sheriff Court House, Queen Street, AB42 1TP, PETERHEAD,
Scotland

Should any application be made to the court for:

- (a) an interim interdict sought in an action before he has lodged defences;
- (b) an interim order sought in an action before the expiry of the period within which he could enter appearance;
- (c) an interim order (other than an order under section 1 of the Administration of Justice (Scotland) Act 1972 (a) (orders for inspection of documents and other property, etc.) sought in a petition before he has lodged answers;
- (d) an order for interdict, sequestration and adjustment of parties to proceedings.

Back Confirm



Create a caveat – Submission receipt

Users will be presented with the submission receipt screen which confirms that the caveat(s) have been submitted to the selected court(s). Users also have the option to print or download their receipt.

Users can also opt to create a new caveat for a different party or return to the welcome page by clicking on the hyperlinks indicated in the image below.

Scottish Courts and Tribunals Service

Caveats

[Return to Welcome page](#)

Caveat submitted

Your caveat(s) have been submitted and will be reviewed by the relevant courts. If you have submitted the caveat out of office hours, it will be reviewed the next business day. The caveat becomes active once it has been accepted by the court.

If a caveat is accepted, you will receive an email confirming that a new caveat has been lodged with the court and a pdf copy of the caveat will be attached to the email.

If a caveat is rejected, you will receive an email containing the reason(s) why the caveat has not been accepted.

Submission receipt

This is to confirm that a caveat (or caveats) on behalf of Company ABC have been submitted at 14:11 on 26 July 2023.

Please note that this receipt lists the caveats for which submission has been attempted. There will be no notification of any failures so it is your responsibility to review all emails from the court regarding processing of your caveats to ensure that all of those listed above are covered.

In the event of a missing caveat please contact the associated court in the first instance.

[Print receipt](#) [Download receipt](#)

Next steps

[Create a new caveat for a different party](#)

NOTE: The caveat is not active until it has been accepted by the court. The user will receive an email from each court confirming if the caveat has been accepted or rejected.

In the event of a missing caveat please contact the court in the first instance.

Track or Renew Caveat(s) – MyCaveats

From the welcome page select “I want to track or renew a caveat”.

Users will then be presented with the “MyCaveats” screen, otherwise known as the tracker, where the user can see all the active caveats for the office/firm they are a member of.

Caveats are organised by renewal date with the closest renewal date being listed first.

Users can select the tick boxes of the caveats they wish to renew or select “Toggle Renewals” at the bottom of the page to select all caveats.

Please choose an option from the following list so we can direct you to the appropriate page

Which of these actions do you want to take?

[I want to create a caveat](#)

[I want to track or renew a caveat](#)

[I want to submit a simple procedure claim](#)

[I want to respond to a simple procedure claim](#)

[I want to complete an unfinished / rejected simple procedure claim or response](#)

[I want to check case details or submit documents in support of an existing case](#)

Scottish Courts and Tribunals Service **Caveats** LOGOUT

[Return to Welcome page](#)

My Caveats

Reference	Party Name	Court	Renewal date	Expires in	Renew
195/22	test person	Court of Session	29/07/23	3 days	<input type="checkbox"/>
984/22	John Smith	Edinburgh Sheriff Court	10/08/23	15 days	<input type="checkbox"/>
1/23	Hayley Lorimer	Peterhead Sheriff Court	01/02/24	191 days	<input type="checkbox"/>
58/22	Hayley Lorimer	Aberdeen Sheriff Court	01/02/24	191 days	<input type="checkbox"/>
1/23	Company A	Aberdeen Sheriff Court	19/02/24	209 days	<input type="checkbox"/>
601/23	Company B	Edinburgh Sheriff Court	19/02/24	209 days	<input type="checkbox"/>
6/23	Hayley Lorimer	Peterhead Sheriff Court	21/02/24	211 days	<input type="checkbox"/>
7/23	Hayley Lorimer	Peterhead Sheriff Court	21/02/24	211 days	<input type="checkbox"/>
2/23	Testing	Peterhead Sheriff Court	21/02/24	211 days	<input type="checkbox"/>
3/23	Testing	Peterhead Sheriff Court	21/02/24	211 days	<input type="checkbox"/>
4/23	Testing	Peterhead Sheriff Court	21/02/24	211 days	<input type="checkbox"/>
5/23	Testing	Peterhead Sheriff Court	21/02/24	211 days	<input type="checkbox"/>

Toggle renewals

Renew selected caveats

NOTE: Caveats that have been submitted to a court will not appear on this list until they have been accepted by the court.

The contact details fields will be populated with the details from the existing caveat. Users should review and amend the information as required. Users will not be able to proceed unless there is information contained within both the primary contact and out-of-hours/alternative contact fields.

Users are asked “Are you the solicitor who is signing this caveat?” the “yes” radio button is selected by default. If the user selects “No” a textbox field will populate to allow the user to enter the name accordingly.

If more than one caveat has been selected for renewal, the page will be populated with “previous” and “next” buttons to allow the user to navigate between each caveat.

Once the required information has been reviewed users can select “Confirm” and they will be directed to the Pay for your caveat(s) screen followed by the submission receipt page. The functionality of each of these pages is the same as outlined on pages 6 +7.

Update contacts

Please enter the contact details for this renewal.

Submission Court: Peterhead Sheriff Court
Party Name: Hayley Lorimer
Address: 1 Test Street
 Aberdeen
 Scotland
 AB42 1TP

Review / update primary contact
 Please include name and contact number
 [Copy to out-of-hours](#)

Review / update out-of-hours / alternative contact(s)
 Please include name(s) and contact number(s)


Are you the solicitor who is signing this caveat?
 Yes No, I am creating this caveat on behalf of that solicitor

Are you the solicitor who is signing this caveat?

Yes No, I am creating this caveat on behalf of that solicitor

Name of solicitor

NOTE: The “Are you the solicitor who is signing the caveat?” functionality is not be included in the initial release as it is still being developed. It is hoped to be released at the end of August.



Things to note

Once a caveat renewal is submitted and is accepted by the court, the renewed caveat will appear on the tracker under the new reference number. The existing caveat will also remain on the tracker until it has expired. Therefore, users should take care when submitting a renewal to ensure they are not submitting the same caveat for renewal more than once.

Users are not able to amend the details of the parties such as business name and address. If these details require to be updated when renewing than a new caveat should be submitted instead.

Unlike simple procedure there is no draft functionality available for caveats.

This functionality is only visible to users of firms/organisations that hold an SCTS credit account. For more information on SCTS credit accounts please refer to the website [Credit Accounts \(scotcourts.gov.uk\)](https://www.scotcourts.gov.uk/credit-accounts). Users who do not have or cannot obtain a SCTS credit account can still submit Caveats directly to the court, in the usual way.

If the user has any case specific or technical enquiries these should be directed to the local court. If the court is unable to resolve a technical matter locally then they can submit a service desk ticket on the user's behalf, for further technical assistance.

If your firm has not been set-up for access to Civil Online or you require any modification to your list of admin users please contact the Civil Lab civilonlinelab@scotcourts.gov.uk