

Keeper's Office fixing time:**Monday to Friday from 10:00am to 4:00pm**Parties can email the completed Court of Session fixing form to keepersfixing@scotcourts.gov.uk**Guidance for completing the Court of Session Fixing Form**

- All parts of the fixing form require to be completed by the agent or solicitor who is emailing the form, unless otherwise specified within the form. If the form is not fully completed it will be returned to the emailing party.
 - The agent/solicitor who is completing the form is responsible for liaising with all parties involved in the case in regards to counsel's diaries for availability.
 - Consent must be given by all parties to the 1st and 2nd dates regarding counsel's availability. Consent should be marked on the form and an email from each party confirming that they agree to the requested dates within the form can be attached to the email coming into the Keeper's fixing inbox.
 - The party emailing the fixing form to the email address of keepersfixing@scotcourts.gov.uk will receive an automated reply to their email, advising the following -
"Thank you for your email, the Keeper's office will process your request within 2 working days"
 - A member of staff from the Keeper's office will email all parties involved in the action to notify the date which has been fixed for the particular substantive business within 2 working days of receipt of the email.
 - The Keeper's office will provide earliest dates daily via the rolls of courts and the Supreme Courts twitter feed for:
Civil Jury Trials
Personal Injury 4 day Proofs
Personal Injury proofs requiring more than 4 days
Ordinary proofs requiring more than 4 days
- Please note: There is good availability in the court diary for fixing 2 and 3 days hearings.
Please be advised:
3 day hearings, will commence on a Wednesday.
2 day hearings, will commence on a Thursday.
1 day hearings, will commence either on a Thursday or a Friday.
- The Keeper's office fixes 4 day ordinary proofs by allocating a proof date 4 months from the date of the interlocutor. The clerk of court will forward a copy of the interlocutor to the Keeper's new fixing inbox.
 - When parties are requesting to fix a proof diet over 6 months from our earliest date available, you must provide reasons for this.
The reason will then be added to our system for a Judge to consider; either when allowing the date to be fixed at a by order adjustment hearing or when considering a motion to allow the proof.
If the Lord Ordinary is not satisfied with the explanation provided, your motion may be starred to allow the court to be addressed in fuller terms.