

 Scottish Courts and Tribunals Service	<b>Civil Agents Virtual Certification</b>		
Document ID	4b		
Author	Education and Learning Unit (ELU)	Date	01 Nov 2021
Approved by	ELU	Version	Version 0.1.29

## Certification for receipt & understanding of virtual Hearing training documents

### Civil Cases

Case Reference:

Case Name:

[Location] SHERIFF Court [date]

I, \_\_\_\_\_ (Pursuer/Defender/Solicitor/Lay Rep\*) confirm that I received the following documents on \_\_\_\_\_ (date):

- Party Litigant – Civil Agent – Lay Rep virtual hearing guidance;
- Party Litigant – Civil Agent – Lay Rep guidance Appendix.

I confirm that I have read said documents, and understand the guidance on how to fulfil my role within the Virtual Court through the use of WebEx events. I have ensured that the web browser and operating system on my device are compatible in terms of the following link: <https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>

I also confirm that I have completed a test of the equipment that I will be using to participate in the Virtual Hearing and have successfully logged into WebEx via the invitation sent to me by the Court.

Signed:

Date:

### **Certification received by Court:**

I, \_\_\_\_\_, Sheriff Clerk Depute confirm receipt of certification from the Pursuer/Defender/Solicitor/Lay Rep.

Signed:

Date:

\*Delete as appropriate