

SHERIFFDOM OF GRAMPIAN, HIGHLAND AND ISLANDS

CORONAVIRUS

Guidance in respect of the Electronic Submission of Documents

Civil No 1 of 2022

1. This guidance sets out the arrangements for the electronic submission of documents in the Sheriffdom of Grampian, Highland and Islands with immediate effect and replaces “Guidance in respect of the Electronic Submission of Documents Civil No 4 of 2020” dated 26 June 2020.
2. Schedule 4 Part I of the Coronavirus (Scotland) Act 2020 enables the use of electronic signatures and the electronic transmission of court documents. Where a document requires to be signed, an electronic signature will be accepted in accordance with Schedule 4.
3. This guidance does not apply to commissary business (see The Lord President’s Practice Note No. 1 of 2020 “Exception to electronic signatures and transmission of documents”).
4. All documents in relation to new and existing cases in the sheriff court, **with the exception of those submitted by way of the Civil Online portal** should be lodged electronically by email to the e-mail addresses set out in Appendix 1.
5. Where the rules of court require specific documents to be lodged with an initiating writ or defences, such documents should also be sent to the court in hard copy by post with a covering letter confirming that they have been lodged electronically.
6. With the exception of those documents referred to in paragraph 5, only in exceptional circumstances (which require to be set out in a covering letter), or where a sheriff so directs in advance of a hearing, should documents be lodged in hard copy.

7. The following naming convention should be used for the subject line of all e-mails submitting electronic documents to be lodged in process: Case Name – Case Reference Number – Nature of document (eg. A Smith v B Jones – A908-20-Defences).
8. Any document lodged electronically will be deemed to have been lodged with the court on the date the e-mail is received. An automated acknowledgement of receipt will be issued.
9. Urgent writs, applications, forms or motions should be sent by electronic means to the email addresses set out in Appendix 1. Such emails must carry the word 'URGENT' in the subject title of the e-mail.
10. Documents submitted electronically must be submitted in PDF documents of a maximum file size of **50MB** per email. Where this is not possible, enquiries should be made by email to the relevant mailbox referred to in Appendix 1 to agree a way forward with the relevant clerk of court.

Sheriff Principal DCW Pyle

6 June 2022

Appendix 1

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elgin@scotcourts.gov.uk
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lerwick@scotcourts.gov.uk
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