**Form 14.1**

**Rules 14.1(1), 14.4(2), and 14.5(2)(a)**

 **Form of motion by email**

 **IN THE SHERIFF APPEAL COURT**

**Unopposed [*or* Opposed] motion**

**To: (email address of the Court)**

1. Case name:
2. Court ref number:
3. Is the case in court in the next 7 days?
4. Solicitors or party lodging motion:
	1. Reference:
	2. Telephone number:
	3. Email address:
5. Lodging motion on behalf of:
6. Motion (in brief terms):
7. Submissions in support of motion (if required):
8. Date of lodging of motion:
9. Intimation made to:
	1. Provided email address(es):
	2. Additional email address(es) of fee-earner or other person(s) dealing with the case on behalf of a receiving party (if applicable):
10. Date intimations sent:
11. Opposition must be intimated to opponent no later than 1700 hours on:
12. Is motion opposed or unopposed?
13. Has consent to the motion been provided?
14. Document(s) intimated and lodged with motion:

**EXPLANATORY NOTE TO BE ADDED WHERE RECEIVING PARTY IS NOT LEGALLY REPRESENTED**

**OPPOSITION TO THE MOTION MAY BE MADE by completing Form 14.2 (Form of opposition to motion by email) and intimating it to the party intending to lodge the motion (insert email address) on or before the last date for intimating opposition (see paragraph 11 above).**

**IN THE EVENT OF A FORM OF OPPOSITION BEING INTIMATED, the party**

**intending to lodge the motion will lodge an opposed motion and the clerk of the Sheriff Appeal Court will assign a date, time and place for hearing parties on the motion. Intimation of this hearing will be sent to parties by the clerk.**

**IF NO NOTICE OF OPPOSITION IS LODGED, OR IF CONSENT TO THE MOTION IS INTIMATED TO THE PARTY INTENDING TO LODGE THE MOTION, the motion will**

**be considered without the attendance of parties.**

**IF YOU ARE UNCERTAIN WHAT ACTION TO TAKE you should consult a solicitor. You may also obtain advice from a Citizens Advice Bureau or other advice agency.**