



FORM 17E

The Simple Procedure Application for Instructions about a Damages Management Order

If you are applying for the sheriff to make orders:

This is an Application for Instructions about a Damages Management Order.

It is used where the court has made a damages management order (which is about how a sum of money awarded as damages is to be paid to and managed for a person under a legal disability) and you want the court to tell the person appointed to manage the money how to go about doing that.

You must fill in parts A, B and C of this application and send it to the court. If you are one of the parties, you must send a copy to the other party in this case. If you are an interested person, you must send a copy to every party.

If you have been sent this Application:

This is an Application for Instructions about a Damages Management Order.

If the court grants this application, the court will give instructions about how to manage the money to the person appointed to manage it.

You have received the application because you are one of the parties in the case or because you are the guardian appointed to manage the money.

You must fill in part D of this application ('the reply') and return it to the court within 10 days of it being sent to you.

The court will then either grant the application and send written instructions to the parties, the interested person and the sheriff clerk or guardian, refuse the application and make no orders, or order you to appear at a discussion in court where the sheriff will consider whether to give instructions.

A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number

B. ABOUT YOU

B1. What is your full name?

Name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>
Trading name or representative capacity (if any)	<input type="text"/>

B2. Which is your role in this case?

- Claimant
- Respondent
- Interested person

B3. If you are an interested person, what is your interest in this case?

- ① Explain why you have an interest in this case. For example:
- the damages management order might tell you to do certain things
 - you might be responsible for looking after the person to whom the damages have been awarded.

C. THE APPLICATION

- ① If you are replying to this application, do not fill in this part. You should fill in part D.

C1. What instructions about the damages management order should the court give?

- ① Set out the proposed instructions you want the court to give. For example, you could ask the court to give instructions about how the money is to be spent or invested.

C2. Why should the court give instructions about the damages management order?

- ① Set out why the court should give the proposed instructions.

C3. When was this application sent to the court?

- ① Set out the date on which the application was sent to the court (i.e. the date on which the email was sent, or the date on which the application was posted).
- ① Any reply to this application must be sent to the court within 10 days of this application being sent.

D. THE REPLY

- ① If you are the person making this application, do not fill in this part. You should fill in parts A, B and C.

D1. What is your full name?

Name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>
Trading name or representative capacity (if any)	<input type="text"/>

D2. Should the court give instructions about the damages management order?

- Yes
- No

D3. If you answered 'no', why should the court not give instructions about the damages management order?

- ① If you object to the proposed instructions, you should set out why the court should not give them.