



FORM 5B

# The Simple Procedure Time to Pay Notice

Sheriff Court

Claimant

Respondent

Case reference number

Date of notice

The respondent has admitted the claim you made against them for the payment of a sum of money and applied to the court for time to pay the sum of money which you claimed.

A copy of the Time to Pay Application is attached.

You must send this Time to Pay Notice back to the court within 14 days of the date above or else the court will dismiss your claim.

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## A. ABOUT YOU

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### A1. What is your full name?

Name

Middle name (if any)

Surname

Trading name or  
representative capacity  
(if any)

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## B. YOUR RESPONSE

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### B1. How do you respond to the Time to Pay Application?

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① Set out whether you are content or not for the court to give the respondent time to pay the sum of money in your claim. If you are not content, please explain why.

I am **content** with the proposal for time to pay (please complete B2).

I am **not content** with the proposal for time to pay (please complete B2 and B3).

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**B2. Is there anything you would like the sheriff to consider when deciding the case?**

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① Set out any additional information you would like the sheriff to consider when deciding this case (for example, any fees paid by you in making the claim).

**B3. Why are you not content with the proposal?**

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① Set out the reason why you are not content with the respondent's proposal for time to pay (for example, it would take a really long time for the sum to be fully paid).