



Form 9A

The Simple Procedure Additional Orders Application

Sheriff Court

Claimant

Respondent

Case reference number

This is an Additional Orders Application. You can use it to ask the sheriff to make orders in your case.

Before completing this form, you should read Part 9 of the Simple Procedure Rules, which is about asking for additional orders to be made (for example, to pause or restart the case).

If the court grants this application, it will make all or some of the orders which have been requested.

If you are making this application:

You must fill in Parts A and B of this application and send it to the court and the other party in your simple procedure case.

If you have been sent this application:

You must fill in Part C of this application ('the reply') and send a copy to the court and the other party within 10 days of it being sent to you.

A. ABOUT YOU

A1. What is your name?

Name

Surname

Trading name or
representative capacity
(if any)

A2. Which party in this case are you?

Claimant

Respondent

Other (please give details of your interest in this case):

B. THE APPLICATION

① The party making the application must set out the orders they would like the court to make and why the sheriff should make it. You can ask for more than one order.

B1. What orders would you like the court to make?

To change the Timetable (see Part 3 of the Simple Procedure Rules and please give proposed new dates in B2)

To amend the Claim Form (please set out the amendments in B2)

To amend the Response Form (please set out the amendments in B2)

To pause the case (please set out why the progress of the case should be paused in B2)

To restart a paused case (please set out what should happen next in B2)

To recover documents (please set out the documents and who has them in B2)

To make some other order (please give details of what you would like the court to do):

B2. To help the sheriff, please provide further information about the orders requested.

① The information you should provide will depend on the orders requested:

- if you are asking to change the Timetable, please set out the proposed new dates for the last date for service and/or the last date for a response,
- if you are asking to amend a form, please clearly set out your amendments. It may be best to do this by attaching a tracked version of the text,
- if you are asking to recover documents, you should give the details of the documents and the name and address of the person you think has them,

- if you are applying to restart a paused case, you should set out what you think should happen next (for example, a case management discussion),
- if the case has a prospect of being settled you should set out what you think should happen next (for example to adjourn the case management discussion and pause the case to allow settlement to take place).

B3. Why should the court make these orders?

- ① The party making the application must set out why the court should make the orders.

B4. Are you sending a copy of this application to the other party? (If the case has settled it is not necessary to send a copy of this application to the other party)

Yes (Please set out the date on which the application was sent to the other party).

No (Please explain why):

B5. 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 application was submitted online or posted).
- ① Any reply must be sent to the court within 10 days of this application being sent.

C. THE REPLY

① If you are making this application and have completed parts A and B do not fill in this part.

① Please note that **if you do not send a reply to the court** within 10 days of this application being sent, the court will almost certainly make the orders requested.

C1. What is your name?

Name

Surname

Trading name or
representative capacity
(if any)**C2. Should the court make these orders?**

Yes

No

C3. If you answered 'no', why should the court not make these orders?

① If you object to the orders, you should set out why the court should not make them.