



# The Simple Procedure Lay Representation Form

This is the Lay Representation Form. You must complete it if you are acting as a lay representative in a simple procedure case.

Before completing this form, you should read Part 2 of the Simple Procedure Rules, which is about lay representation.

If you are representing a party throughout a simple procedure case, you must complete this form and send it to the court with the Claim Form, Response Form or Time to Pay Application.

Otherwise, if you are representing a person only during a particular discussion or hearing in a simple procedure case, you must complete this form and give it to the sheriff clerk in person at court.

If you are representing an individual, you must complete Parts A to C. If you are representing a company, limited liability partnership, partnership or unincorporated association, you must also complete Part D.

## A. ABOUT THE CASE

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Sheriff Court	<input type="text"/>
Claimant	<input type="text"/>
Respondent	<input type="text"/>
Case reference number (if known)	<input type="text"/>

## B. ABOUT YOU

B1. What is your full name?

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Name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>

**B2. Are you from an advice or advocacy organisation?**

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① A lay representative may be a family member or friend, may be someone from an advice or advocacy organisation, or may be someone else.

Yes

No

**B3. If you have answered 'Yes', which organisation are you from?**

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Name of organisation

**B4. Are you representing a non-natural person?**

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① A non-natural person is a company, limited liability partnership, partnership or unincorporated association.

① If you are representing a non-natural person, then as well as completing part C, you must also complete part D.

Yes

No

**C. DECLARATIONS**

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① To comply with simple procedure rules, and so that the sheriff can decide if you are a suitable person to act as a lay representative, you must complete this section.

① Tick the box next to each declaration that applies to you and complete any sections that apply to you.

I am authorised by the person to conduct these proceedings.

I am not receiving and will not receive from the person I represent any remuneration, whether directly or indirectly, for acting as a lay representative.

I accept that documents and information are provided to me by the parties on a confidential basis and I undertake to keep them confidential.

I have not been declared a vexatious litigant under the Vexatious Litigants (Scotland) Act 1898.

I was declared a vexatious litigant on:

I have no financial interest in the outcome of this case.

- I have the following financial interest in the outcome of this case:

**D. ADDITIONAL DECLARATIONS: REPRESENTING A NON-NATURAL PERSON**

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- ① If you selected 'Yes' at B4, you must complete this Part, so that the sheriff can decide if you are a suitable person to act as a lay representative.
- ① Tick the box next to each declaration that applies to you and complete any sections that apply to you.

- The relevant position I hold with the non-natural person is:

- My responsibilities do not consist wholly or mainly of conducting legal proceedings on behalf of the non-natural person or another person.
- I do not have a personal interest in the subject matter of the proceedings.

Signature

Date