



FORM 3D

The Simple Procedure Timetable

Your claim has been registered.

This is the timetable for your case. It sets out the two important dates by which certain things must be done in this simple procedure case

A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number

B. LAST DATE FOR SERVICE

- ① The last date for service is the date by which the Claim Form must be formally served on the respondent.
- ① Part 6 of the Simple Procedure Rules is about how formal service can be arranged.

Last date for service:

C. LAST DATE FOR A RESPONSE

- ① The last date for a response is the date by which the respondent must do one of two things:
 - (a) send a Response Form to the court and to the claimant, or
 - (b) if the respondent wants to admit the claim and ask for time to pay, send a Time to Pay Application to the court.

① Part 7 of the Simple Procedure Rules is about what happens if the respondent sends the court a Response Form and what can happen if they don't.

Last date for a response: