

# Supreme Courts News



AUTUMN 2023

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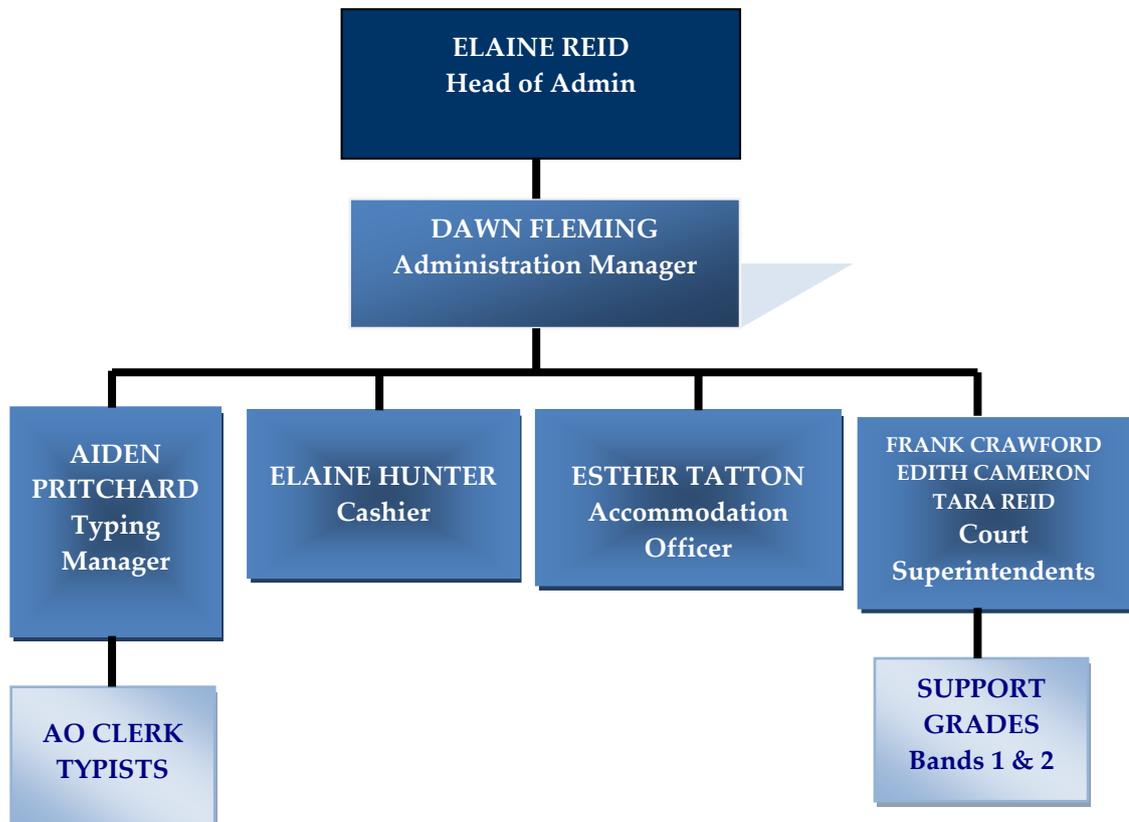


THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

[www.scotcourts.gov.uk](http://www.scotcourts.gov.uk)

# ADMIN NEWS

## WHO'S WHO



### TELEPHONE CONTACT DETAILS FOR ADMIN

Administration Manager	Dawn Fleming	0131 240 6749
Accommodation Officer	Esther Tatton	0131 240 6751
Cashier	Elaine Hunter	0131 240 6750
Court Superintendents	Frank Crawford Edith Cameron Tara Reid	0131 240 6892 0131 240 6760 0131 240 6760
Typing Manager	Aiden Pritchard	0131 240 6748
Parliament House Reception		0131 225 2595

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# THE FIRST AIDERS



<u>Who</u>	<u>Where</u>	<u>Contact No.</u>
Edith Cameron	Court Superintendent	226760
Dawn Fleming	Administration	226749
Clare Friary	Justiciary	226741
Attila Toth	Judicial Institute for Scotland	226934
Jessica Flynn	Judicial Office	226893
Jo Newby	CEO	443312
Hayley Lorimer	Civil Lab	494001
Derry Wright	Judicial Institute for Scotland	225045



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## SECURITY PASSES

Security Passes are available from the Administration Unit daily from 9.30 – 12.30 and 14.00 – 16.00.

Should you require a photo security pass which gains you access to Parliament House and High Court, Lawnmarket building, for a new member of staff please remember that we need an official letter from your firm requesting a pass, stating the member of staff's name and that they are employed by your firm. Please ensure they have this letter when they attend the Administration Unit to have their photograph taken for the pass.



In exceptional circumstances agents may email their letter and a passport style photo to [administrationunit@scotcourts.gov.uk](mailto:administrationunit@scotcourts.gov.uk) you will be emailed when the pass is ready for collection.

Should you require a replacement pass these are available from the Administration Unit for a fee of £5.00. We accept cash or cheques payable to “Scottish Courts & Tribunal Service”.

You can contact the Administration Unit at [administrationunit@scotcourts.gov.uk](mailto:administrationunit@scotcourts.gov.uk) or on 0131 240 6750.

Many thanks,

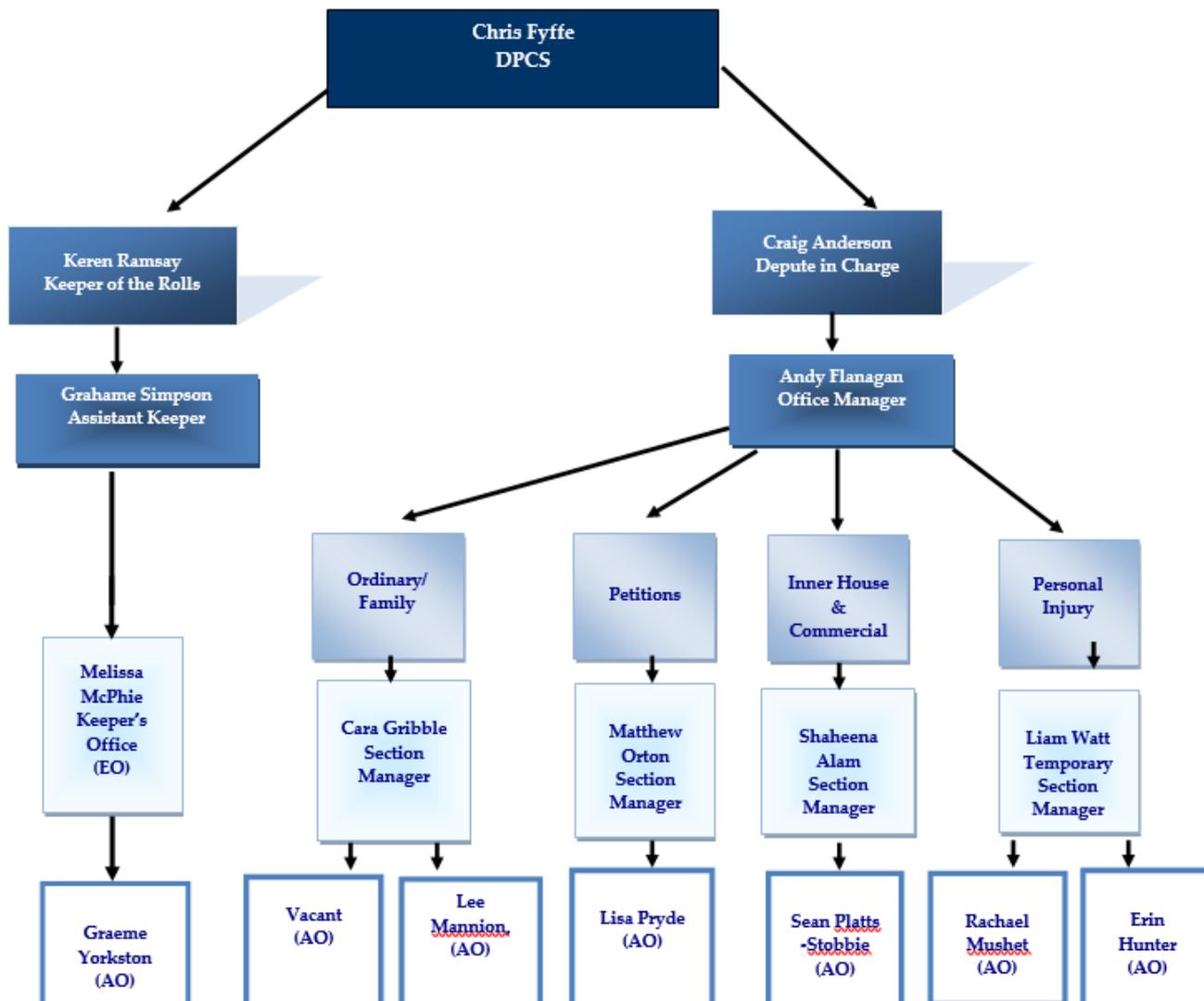
Elaine Hunter  
Cashier

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# OFFICES OF COURT NEWS

W/C 30<sup>TH</sup> OCTOBER 2023

## WHO'S WHO



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# TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT GENERAL DEPARTMENT



## DEPUTE IN CHARGE

Craig Anderson

**Office Manager** Andy Flanagan 0131 240 6656

**Ordinary/Family  
Section Manager** Cara Gribble 0131 240 6837

**Ordinary, Family AO  
Ordinary, Family AO** Lee Mannion 0131 240 6735  
TBC

**PD Section Manager** Liam Watt 0131 240 6697  
**Personal Injury Section AO** Rachael Mushet 0131 240 6691  
**Personal Injury Section AO** Erin Hunter

**Petition Manager** Matthew Orton 0131 240 6671  
**Petition AO** Lisa Pryde 0131 240 6670

**Inner House & Commercial  
Manager** Shaheena Alam 0131 240 6947

**Inner House & Commercial  
AO** Sean Platts Stobie 0131 240 6698



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## TELEPHONE CONTACT DETAILS (CONTINUED)

### KEEPER OF THE ROLLS

#### Keeper of the Rolls

Keren Ramsay 0131 240 6736

#### Assistant Keeper

Grahame Simpson 0131 240 6737

#### Executive Officer

Melissa McPhie 0131 240 6798

#### Administration Officer

Graeme Yorkston 0131 240 6969

**KEEPER'S OFFICE INBOX:** [keepers@scotcourts.gov.uk](mailto:keepers@scotcourts.gov.uk)

**KEEPER'S OFFICE FIXING INBOX:** [keepersfixing@scotcourts.gov.uk](mailto:keepersfixing@scotcourts.gov.uk)

## FIXING WITHIN THE COURT OF SESSION

Agents looking fix hearings within their cases are required to complete a Court of Session fixing form. The completed fixing form should be emailed to the Keeper's Fixing inbox – [keepeers@scotcourts.gov.uk](mailto:keepeers@scotcourts.gov.uk)

The Court of Session fixing form can be located on the Scottish Courts and Tribunal website - [court-of-session-fixing-form.doc \(live.com\)](#)

Guidance on how to complete the Court of Session fixing form, can be located within guidance section of the Court Session section on the Scottish Courts and Tribunals website –

[Court of Session - Guidance \(scotcourts.gov.uk\)](#)

Agents should be advised the fixing of hearings will be processed electronically and not in-person, as was the fixing procedure of 2019.

## CHANGE OF SOLICITORS

If any agents have a name change or merge with another firm please ensure all details are provided to the Office Manager of the General Department.

### The details required are:

- Name of firm
- Postal Address
- Telephone number
- Fax number
- Generic email address
- A list of each current action you are in

This allows the departments to ensure your details are up to date on the computer system and that your generic email address has been efficiently tested between your office and the General Department. This also allows each current action you are involved in to be updated.

## IMPORTANT INFORMATION OUTSIDE OF NORMAL WORKING HOURS

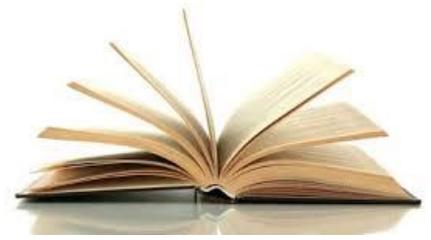
If you are emailing or wish to contact us in the course of an evening, weekend or public holiday with important information about a case, that must be conveyed to the Judge outside normal working hours, please contact Parliament House reception on 0131 225 2595 and ask for the out of hours clerk. By important information we mean for example that a proof or debate is not going to proceed the following day.

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# COURT USERS GUIDE

## New Court Users' Guide

The New Court Users' Guide outlines the basics you need to know as a customer at the Offices of the Court of Session. We hope it will be of benefit to both new and existing customers.



The New Court Users' Guide can be found on the SCTS website at the link provided below.

[court-users-guide---july-2022.pdf \(scotcourts.gov.uk\)](#)

We advise new court users/customers to read this booklet prior to contacting the Offices, as this will allow you to plan ahead, and assist us in providing an efficient service.

After reading this guide, if you have any further questions or queries about procedures, please refer to the Rules of Court, any relevant Practice Notes, or contact staff members by emailing your questions to the relevant sections inbox.

We are happy to receive your comments and suggestions regarding information provided in the guide. The easiest way to contact us is via email at [GCS@scotcourts.gov.uk](mailto:GCS@scotcourts.gov.uk)

## GENERIC E-MAIL BOXES AVAILABLE TO OFFICES OF COURT CUSTOMERS

Any queries, documents to be lodged and new actions should be submitted electronically. Please see below a list of the relevant sections email addresses and a link to the full guidance note on the SCTS website.



Ordinary, Family & Commercial – [GCS@scotcourts.gov.uk](mailto:GCS@scotcourts.gov.uk)

Personal Injuries – [personalinjuries@scotcourts.gov.uk](mailto:personalinjuries@scotcourts.gov.uk)

Inner House Department – [innerhouse@scotcourts.gov.uk](mailto:innerhouse@scotcourts.gov.uk)

Petitions – [Petitions@scotcourts.gov.uk](mailto:Petitions@scotcourts.gov.uk)

Court Motions– [courtofsession.motions@scotcourts.gov.uk](mailto:courtofsession.motions@scotcourts.gov.uk)

Keeper's Office – [keepers@scotcourts.gov.uk](mailto:keepers@scotcourts.gov.uk)

Keeper's Fixing – [keepersfixing@scotcourts.gov.uk](mailto:keepersfixing@scotcourts.gov.uk)

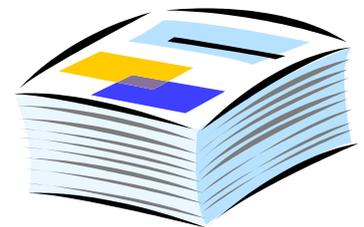
# OFFICES OF THE COURT REPORTS

## Management Information & Workload.

	June 2022	July 2022	August 2022		June 2023	July 2023	August 2023
<b>Petitions lodged</b>	82	80	97		91	85	114
<b>Total Summonses lodged</b>	68	68	80		118	84	81
<i>Personal Injury</i>	42	43	51		63	35	51
<i>Ordinary</i>	18	19	23		34	30	19
<i>Family</i>	4	2	1		8	8	1
<i>Commercial</i>	4	4	5		13	11	10
<b>Appeals lodged</b>	3	4	7		3	5	6
<i>R/M's</i>	2	3	3		1	6	4
<b>GROUP PROCEEDINGS</b>	2	3	3		3	2	
<b>TOTAL ACTIONS</b>	<b>157</b>	<b>155</b>	<b>188</b>		<b>216</b>	<b>182</b>	<b>205</b>

Waiting period for four day Personal Injury Proofs stands at 7 months (from date defences lodged)\*.

There is currently no wait for civil jury trials and are fixed upon request.



\*As agreed with practitioners at the Personal Injuries User Group.

## JUDICIAL REVIEW PERMISSION REPORT

The below tables contain information in relation to the number of Judicial Review actions which have been allocated to Lords Ordinary for consideration of whether permission to proceed should be granted or refused.

Month	Petitions allocated for permission	Permission granted	Permission refused	Appointed to Oral Hearing	Granted at Oral Hearing	Refused at Oral Hearing
June 2023	12	8	1	3	0	3
July 2023	11	6	1	4	4	0
August 2023	14	10	1	3	3	0
<b>Total:</b>	<b>37</b>	<b>24</b>	<b>3</b>	<b>10</b>	<b>7</b>	<b>3</b>

The below table contains information in relation to the number of Judicial Review actions which have been allocated to Lords Ordinary for a review request following refusal of permission.

Month	Review of permission request received	Review refused without oral hearing	Review oral hearing (RoC 58.8) granted	Review oral hearing (RoC 58.8) refused	Total review requests granted
June 2023	1	0	0	1	0
July 2023	0	0	0	0	0
August 2023	0	0	0	0	0
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>

SOURCE: Scottish Courts and Tribunals Management Information. The Scottish Courts and Tribunals Service uses a live operational case management system for the processing of court business. The information held on the system is structured for these operational needs, rather than for statistical reporting or research purposes. The information provided is based on the best information available from the case management system and additional locally collated figures as at the end of the week prior to publication.

# CUSTOMER LIAISON MEETING – 17<sup>TH</sup> OCTOBER 2023

## Present

**Staff**

Andy Flanagan (Chair) (Office Manager)

Matthew Orton (Section Manager)

Erin Hunter (Administrative Officer)

Melissa Mcphie (Keeper's Office)

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**Stakeholder** Mary Allan (Brodies)

**Representatives**

Elaine Campbell (Campbell Smith)

Sharon McKenzie (Pinsent Masons)

## Agenda Matters:

Following the welcome, the following matters were raised:

### Staffing Update-

Andy Flanagan is now the permanent Office Manager of the General Department.

Cara Conway was successful in obtaining a permanent position as an Executive Officer in the Remote Jury Centre initiative earlier in the year.

Gillian Abbott commenced her temporary promotion position in the newly formed Roles Review Project Team on the 14<sup>th</sup> of August, for an initial period of 6-9 months.

Following Gillian's departure as Section Manager, her role will be filled by Liam Watt and subsequently by Lisa Pryde on 4 month temporary promotion roles, commencing 14<sup>th</sup> August 2023.

Clare Friary, Administrative Officer to the Inner House and Commercial Departments, transferred to the Justiciary Department on rotation, in the Solemn Appeals Team on 28<sup>th</sup> August 2023.

Rachael Mushet was successful in obtaining a permanent position as an Administrative Officer, following Clare's departure.

Erin Hunter joined the General Department in an Administrative Officer role in October, on a temporary contract.

As a result of an internal rotation within the department, the section are now as follows

### Inner House Extracts & Commercial Section

[innerhouse@scotcourts.gov.uk](mailto:innerhouse@scotcourts.gov.uk)

[gcs@scotcourts.gov.uk](mailto:gcs@scotcourts.gov.uk)

Shaheena Alam (Section Manager)

Sean Platts Stobie (Administrative Officer).

### **Petitions Department**

[Petitions@scotcourts.gov.uk](mailto:Petitions@scotcourts.gov.uk)

Matt Orton (Section Manager)

Lisa Pryde (Administrative Officer)

### **Ordinary/ Family**

[gcs@scotcourts.gov.uk](mailto:gcs@scotcourts.gov.uk)

Cara Gribble (Section Manager)

Lee Mannion (Administrative Officer)

### **PD Section**

[personalinjuries@scotcourts.gov.uk](mailto:personalinjuries@scotcourts.gov.uk)

Liam Watt (Section manager)

Rachael Mushet (Administrative Officer)

Erin Hunter (Administrative Officer)

### **Opposed Motions**

Melissa Mcphie from the Keeper's Office attended the meeting in a Guest capacity, and briefly spoke on a new 'behind the scenes' initiative relating to Opposed Motion allocations / Hearings, which will make no tangible difference to current processes, save for the prior necessity for Counsels' availability to be given when presenting such Motions being discontinued.

### **Entering Appearance**

The General Department Staff have observed that in cases where prior Agents have withdrawn from acting, newly appointed Agents are not always advising the Court by entering Appearance, and we respectfully ask that representation is advised at the earliest opportunity, in order that Court details are accurate and current.

### **PD Department Defences**

PD Staff have requested that when sending in PD Defences, Agents should observe the correct terminology of 'Answers to Contumaciousness' as opposed to 'Answers to Statement of Claim.'

### **Case References**

The General Department Staff courteously ask that accurate Case References are provided in order to enable us to process matters expeditiously; several recent communications have lacked Case References, or those provided have been inaccurate.

### **Objective Connect**

We would be most obliged if Agents were to use Objective Connect exclusively for content upwards of 20MB. (In conversation at the CLM, it appears that other Agencies have different protocols for Agents using their OC systems, hence the understandable confusion).

### **Naming of Documents**

Please can Agents ensure that submitted Documents do not have excessive words / characters naming them, as this presents problems to the Sections. These should be kept concise and brief.

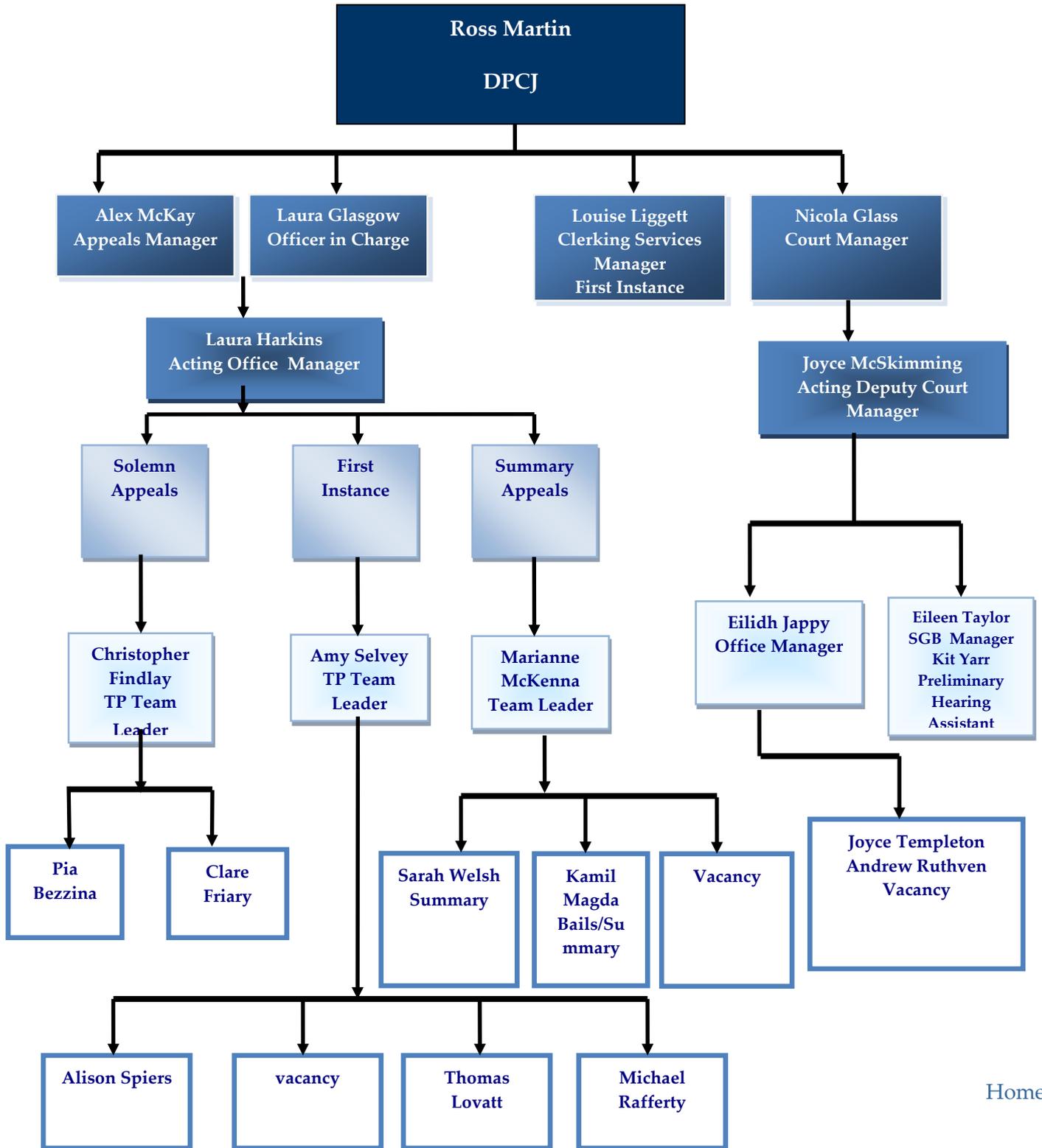
### **Stakeholder Input**

A question was raised following the issue of the 'New Guidance Notes' issued on the 11<sup>th</sup> October, namely the importance / meaning behind the initials 'COS'. This was explained as being the initials for 'Court of Session' and that all other Courts in Scotland have similar annotated identifying codes / initials, such as EDI for Edinburgh.

No other business was raised.

# JUSTICIARY NEWS

## WHO'S WHO



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## TELEPHONE CONTACT DETAILS



### Deputy Principal Clerk of Justiciary

Ross Martin 0131 240 6913

### Appeals Manager

Alex McKay 0131 240 6902

### Clerking Services Manager

#### First Instance

Louise Liggett 0131 240 6704

#### Officer in Charge

Laura Glasgow 0131 240 6743

#### Office Manager

Laura Harkins 0131 240 6738

**Lawnmarket Reception** 0131 240 6920

## FIRST INSTANCE

Team Leader	Amy Selvey	0131 240 6739
AO	Alison Spiers	0131 240 6914
AO	Thomas Lovatt	0131 240 6901
AO	Michael Rafferty	0131 240 6838

## SOLEMN APPEALS

Team Leader	Chris Findlay	0131 240 6951
Transcriptions/Solemn	Pia Bezzina	0131 240 6935
Solemn	Clare Friary	0131 240 6741

## SUMMARY APPEALS

Team Leader	Marianne McKenna	0131 240 6870
Bails	Kamil Magda	0131 240 5120
Summary	Sarah Welsh	0131 240 6852

## TELEPHONE CONTACT DETAILS (CONTINUED)

### GLASGOW HIGH COURT, SALTMARKET

<b>Court Manager</b>	Nicola Glass	0141 559 4577
<b>Acting Deputy Court Manager</b>	Joyce McSkimming	0141 559 4578
<b>Office Manager</b>	Eilidh Jappy	0141 559 4553
<b>Preliminary Hearing Assistant</b>	Kit Yarr	0141 559 4544
<b>Support Grade Manager</b>	Eileen Taylor	0141 559 5017
<b>Justiciary Office AO's</b>	Joyce Templeton Andrew Ruthven	0141 559 5018 0141 559 4592
<b>Saltmarket Switchboard</b>		0141 552 3795

## GENERIC EMAIL BOXES AVAILABLE TO JUSTICIARY OFFICE CUSTOMERS

First Instance Business (except Glasgow hearings) - [Highcourtrialsedinburgh@scotcourts.gov.uk](mailto:Highcourtrialsedinburgh@scotcourts.gov.uk)

Glasgow Justiciary Office – [Highcourtglasgow@scotcourts.gov.uk](mailto:Highcourtglasgow@scotcourts.gov.uk)

Summary Appeals - [Summaryappeals@scotcourts.gov.uk](mailto:Summaryappeals@scotcourts.gov.uk)

Solemn Appeals - [Solemnappeals@scotcourts.gov.uk](mailto:Solemnappeals@scotcourts.gov.uk)

Transcripts - [Transcriptions@scotcourts.gov.uk](mailto:Transcriptions@scotcourts.gov.uk)

Sheriff Bail Court – [bailappealreport@scotcourts.gov.uk](mailto:bailappealreport@scotcourts.gov.uk)



## COMMENTS/SUGGESTIONS BOOK



At our Edinburgh Justiciary Office counter we have a Comments/Suggestions book. Please feel free to use this or alternatively email Laura Harkins, Justiciary Office Manager.  
[lharkins@scotcourts.gov.uk](mailto:lharkins@scotcourts.gov.uk)

## PRELIMINARY HEARINGS RELOCATION

Please note that **ALL** Preliminary Hearings and continued Preliminary Hearings are heard in the High Court in Glasgow. Edinburgh does not have a Preliminary Hearings Court; however, should a case be continued to a specific judge, it may require to call in Edinburgh. If this is the case and you have documentation to lodge prior to these hearings, they can be lodged with Edinburgh in these circumstances only.

All documentation in respect of preliminary hearings due to call in Glasgow should now be lodged direct with the Judiciary Office in Glasgow via e-mail to **highcourtglasgow@scotcourts.gov.uk**

**The Judiciary Office in Edinburgh DOES NOT ACCEPT documentation which is intended for a preliminary hearing in Glasgow.**

Below is a list of documents which should no longer be lodged with Edinburgh. Please note this list is not exhaustive.

- Section 75A applications in respect of PH's and CPH's (unless it is in respect of a hearing for Edinburgh or a trial in a location other than Glasgow)
- Written records
- Specification of documents
- Section 271 Applications (vulnerable witnesses)
- Section 275 Applications (unless trial diet already assigned)
- Any other documentation which would usually be lodged and dealt with at preliminary hearing stage

## FIRST INSTANCE APPLICATIONS

When lodging any First Instance Applications such as S75A, S2 Minutes or Petitions for Variation of Confiscation Orders, please ensure parties are properly designated indicating the bail address or c/o HM Prison where appropriate. This is particularly helpful to the staff in our First Instance section as it draws attention to when there is a requirement to issue an extract warrant for imprisonment issued and where that requires to be sent i.e. to the holding prison, or alternatively advises if the accused is on bail.

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## **MAIL FOR THE SHERIFF APPEAL COURT (CRIMINAL)**

It would be appreciated if customers would ensure all correspondence for the Sheriff Appeal Court (Criminal) is clearly addressed to the **Justiciary Office, Sheriff Appeal Court (Criminal) Section** as often mail for the Sheriff Appeal Court (Civil) is arriving in our department.

## **GPDR - REQUEST FOR SECURE EMAIL ADDRESS TO ALL SOLICITORS**

In terms of Data Protection we are asking solicitors to consider registering for a free CJSM email address. Justice partners can register at (<https://www.cjsm.net>) which is a free service for professionals in the justice system to allow communication with organisations like SCTS that are on the Public Services Network. Without a CJSM address, the post is normally the preferred route unless there is an exceptional need for urgency in which case sensitive documentation can be collected at our public counter.

Notification of new CJSM addresses can be sent to the relevant generic email box for the type of business you are involved in ie

**[solemnappeals@scotcourts.gov.uk](mailto:solemnappeals@scotcourts.gov.uk), [summaryappeals@scotcourts.gov.uk](mailto:summaryappeals@scotcourts.gov.uk),  
[transcriptions@scotcourts.gov.uk](mailto:transcriptions@scotcourts.gov.uk) , [bailappealreport@scotcourts.gov.uk](mailto:bailappealreport@scotcourts.gov.uk) or  
[Highcourtrialsedinburgh@scotcourts.gov.uk](mailto:Highcourtrialsedinburgh@scotcourts.gov.uk)**

## OPENING HOURS

The **ADMINISTRATION UNIT, OFFICES OF COURT and JUSTICIARY OFFICE** opening hours are:



Monday	10.30 – 17.00
Tuesday – Thursday	9.00 – 17.00
Friday	9.00 – 16.45

Please note these offices are closed each Monday morning until 10.30 to carry out Staff Training.



The **KEEPER OF THE ROLLS OFFICE** opening hours are:

Monday	10.30 – 17.00
Tuesday – Thursday	9.00 – 17.00
Friday	9.00 – 16.45

The opening times within the Keeper of the Rolls Office for **FIXING DIETS** is:

Monday:  
10.30 – 12.30 & 14.30 – 16.00

Wednesday & Friday:  
10.00 – 12.30 & 14.30 – 16.00



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## HOW TO COMPLAIN OR GIVE FEEDBACK

When you are in this building you are entitled to a good standard of service.

If you wish to complain about the service you receive, you may do this within six months:

- of the action or inaction you want to complain about, or
- of finding out that you have a reason to complain, but no longer than 12 months after the action or inaction itself.

When complaining please tell us:

- your full name and address
- as much as you can about the complaint and what has gone wrong
- how you want us to resolve the matter
- your preferred way of being contacted by us about your complaint.

To make a complaint, please contact a member of staff at the public counters within Offices of the Court of Session, Justiciary Department or the Administration Department or alternatively in writing to:

### ADMINISTRATION UNIT

Mrs Elaine Reid  
Head of Administration  
Parliament House  
Parliament Square  
Edinburgh EH1 1RQ

### OFFICES OF THE COURT OF SESSION

Mr Craig Anderson  
Depute in Charge  
Parliament House  
Parliament Square  
Edinburgh  
EH1 1RQ

### JUSTICIARY OFFICE / SALTMARKET

Mrs Laura Glasgow  
Depute in Charge  
Parliament House  
Parliament Square  
Edinburgh  
EH1 1RQ

OR By phoning 0131 225 2595

OR By e-mailing [supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)

Other feedback and compliments may be submitted in the same way.

Information about the SCTS complaints system may be found at:

<http://www.scotcourts.gov.uk/footer-pages/bottom-menu-bar/complaints-and-feedback/scs-complaints-procedure> or on request from the above.

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## WHAT DO YOU THINK?

The Supreme Courts continually seek to improve the service and choice for their customers and partners. In order to improve the quality of information we provide about our performance we would like to offer you the opportunity to comment on the content of this document. Please read the following questions and pass your views and comments to us by fax, email or letter using the details given below:

1. Was the content of this newsletter clear?
2. To what extent does the information meet your needs?
3. Did it cover aspects which you are interested in or you feel are relevant?
4. What other relevant issues or information do you feel should be included or covered in the next quarter's issue?

Send your views to:

### ADMINISTRATION UNIT

Letter:	D Fleming Supreme Courts Parliament House Parliament Square Edinburgh EH1 1RQ	Email:	dfleming@scotcourts.gov.uk
		Telephone:	0131 240 6749

### OFFICES OF THE COURT OF SESSION

Letter:	A Flanagan Court of Session Parliament House Parliament Square Edinburgh EH1 1RQ	Email	aflanagan@scotcourts.gov.uk
		Fax:	0131 240 6746
		Telephone:	0131 240 6696

### JUSTICIARY OFFICE

Letter:	L Harkins High Court of Justiciary Parliament House Parliament Square Edinburgh EH1 1RQ	Email	lharkins@scotcourts.gov.uk
		Telephone:	0131 240 6738

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