



The Simple Procedure Order of the Sheriff

Additional Orders Application to pause the case

This is an order of the sheriff in a case which you are a party in. You should **read it and follow it**.

You should also read Parts 8 and 9 of the Simple Procedure Rules, which is about orders of the sheriff.

Sheriff Court:	<input type="text"/>
Date of order:	<input type="text"/>
Claimant:	<input type="text"/>
Respondent:	<input type="text"/>
Case reference no:	<input type="text"/>

The court has received an Additional Orders Application to pause the case.

The sheriff has considered the Application and has **given the following orders**:-

[The order below can be used where the sheriff has decided to grant the application, without a discussion in court.]

Pausing Order

The sheriff **orders** the progress of this case to be paused.

This means that all upcoming hearings or discussions in this case have been cancelled. No procedural steps may be taken in this case until the case has been restarted. Either party can ask for this to happen by sending an Additional Orders Application to the court and the other party asking for the case to be restarted.

Both parties should be aware that after six months, the sheriff clerk may write to you directing that a particular step should be taken. If this is not done, the claim may be dismissed.

[The order below can be used where the sheriff has decided to refuse the application, without a discussion in court.]

Refusing a Pausing Order

The sheriff **has not** ordered the progress of this case to be paused.

This means that all upcoming hearings or discussions in this case are still to go ahead. Parties may continue to progress this case.

[The order below can be used where the sheriff has decided that a discussion in court is necessary to decide the application:]

Discussion in court

The sheriff wants to hear from both parties before deciding whether to pause the progress of this case.

Both parties are **ordered** to attend a discussion at _____ on _____ at _____ . Both parties should arrive in good time at the sheriff court building.

At this discussion, the sheriff will expect both parties to be prepared to discuss whether the progress of the case should be paused. Both parties should be aware that the sheriff may make a decision in their case even where they are not fully prepared to discuss this.

The application may be decided in the absence of a party, if that party fails to attend the discussion.

Signed by:

Sheriff of [sheriffdom] at [sheriff court]