



FORM 10A

# The Simple Procedure List of Evidence Form

Description (e.g. First List  
of Evidence by the  
claimant)

This is the List of Evidence Form. Before completing this form, you should read Part 10 of the Simple Procedure Rules, which is about documents and other evidence.

Parties must send a copy to each other and to the court at least 14 days before the hearing.

At the same time, all documents and other evidence must be lodged by sending them to the sheriff clerk. All documents and other evidence must also be sent to the other party.

If you think that there will be practical difficulties involved with sending evidence to the court (e.g. because of size, or because something might go off) you must contact the sheriff clerk before sending that evidence to be lodged.

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## A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number

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## B. ABOUT YOU

### B1. What is your full name?

Name

Middle name

Surname

Trading name or  
representative capacity  
(if any)

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**B2. Which party in this case are you?**

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Claimant

Respondent

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**C. LIST OF EVIDENCE**

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- ① Set out all evidence or other documents you are lodging with the court.
  - ① Set out a brief description of each item of evidence and explain its relationship to the case. This means the reason why you think this item of evidence is necessary for the court to make a decision in this case.
  - ① It is useful to the court if documents and other evidence being lodged can be numbered using the numbers (1, 2, etc) below. If you are the claimant please add the letter "C" before the number and if you are the respondent please add the letter "R" before the number. If bigger documents do not already have page numbers, then adding page numbers can help the court read and understand these documents.
  - ① If you think that you need more than 10 items of evidence, please fill out a further List of Evidence Form and attach it to this one.
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**1. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**2. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**3. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**4. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**5. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**6. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**7. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**8. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**9. Item of evidence**

Brief description of document or other evidence

Relationship to the case

**10. Item of evidence**

Brief description of document or other evidence

Relationship to the case