



FORM 3A

The Simple Procedure Claim Form

Sheriff Court

Claimant

Respondent

Case reference number
(to be added by the court)

The Simple Procedure is a speedy, inexpensive and informal court procedure for settling or determining disputes with a value of **£5,000 or less**.

The Simple Procedure Rules should be read alongside this form. They can be found on the Scottish Courts and Tribunals Service website. Please **read the whole Claim Form** before beginning to complete it. There are guidance notes above each section of the form.

To make a claim, you must **complete this Claim Form** and send it to the sheriff court.

A. ABOUT THE CASE

A1. If your claim is successful, what orders would you like the court to make?

① You should select the option for the order(s) you would like the court to make if your claim is successful. If you are asking for the respondent to be ordered to deliver an item(s) to you or for the respondent to be ordered to do something for you, you must ask for an alternative order.

I want the respondent to be ordered to pay me:

£

I want the respondent to be ordered to deliver the following item(s) to me:

I want the respondent to be ordered to do the following thing(s) for me:

Alternatively, if the respondent does not deliver the items or do the thing ordered,

I want the respondent to be ordered to pay me:

£

I also want the respondent to be ordered to pay me interest on that sum of money

At the rate of

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If my claim is successful, I would like the respondent to be ordered to pay expenses

B. ABOUT YOU

- ① You, the person making this simple procedure claim, are known as 'the claimant'.
- ① Set out information about you, so that the court knows who you are and how to contact you. You can print this page multiple times if there is more than one claimant.

B1. Are you an individual, a company or an organisation?

- An individual (including a sole trader) (please complete B2)
- A company or organisation (please complete B3)

B2. What is your full name?

Name

Middle name (if any)

Surname

Trading name or
representative capacity
(if any)

B3. What is the name of the company or organisation?

Name (including if limited
company or LLP)

Company registration
number (if limited
company or LLP)

Trading name (if any)

B4. What are your contact details?

Address

City

Country

Postcode

Email address

B5. How would you prefer the court and the respondent to contact you?

Online (i.e. via the civil online portal)

By post

By email

C. ABOUT YOUR REPRESENTATION

① If you are represented by a non-solicitor, please also complete a Lay Representation Form and send it to the court along with this Claim Form. You can print this page multiple times if there is more than one claimant.

C1. How will you be represented during this case?

I will represent myself

I will be represented by a solicitor

I will be represented by a non-solicitor (e.g. a family member, friend, or someone from an advice or advocacy organisation)

C2. Who is your representative?

① If you will represent yourself, you do not need to complete the rest of this page.

① If a family member or friend, please give their full name. If someone from an advice or advocacy organisation, please also give the name of that organisation.

Name

Surname

Organisation/
Firm name

C3. What is your representative's address?

① If your representative works for a solicitors' firm or an advocacy organisation, please give the address of that firm or organisation.

Address

City

Postcode

Email address

C4. Would you like us to contact you through your representative?

① If you select 'yes', the court will send orders and information to your representative.

Yes

No

C5. How would your representative prefer the court to contact them?

Online (via the civil online portal)

By post

By email

D. ABOUT THE RESPONDENT(S)

① The person who you are making the claim against is called the respondent.

① In this part, you must fill in information about that person so that the court knows who they are and how to contact them.

① If there is more than one respondent, you can complete and print this page multiple times.

D1. Is the respondent an individual, a company or an organisation?

An individual (including a sole trader) (please complete D2)

A company or organisation (please complete D3)

D2. What is the respondent's full name?

Name

Middle name (if any)

Surname

Trading name
(if any)

D3. What is the respondent's company name or organisation name?

Name

Company registration
number (if limited
company or LLP)

Trading name (if any)

D4. What are the respondent's contact details?

If you do not know and cannot find out the respondent's contact details you can apply to the court for service of the claim by advertisement on the Scottish Courts and Tribunal website using Form 6B.

Address

City

Postcode

Email address

E. ABOUT YOUR CLAIM

E1. What is the background to your claim?

① In this section, you should briefly describe the essential facts about the story behind your claim. You do not need to set out every detail of the story. You should focus on the parts which are important for you to establish your claim.

① You should set out why you think your claim should be successful.

① You also should include:

- key dates,
- a breakdown to explain any sum of money you are claiming,
- if there was an agreement, what you and the respondent agreed to do,
- when you became aware of the problem or dispute,
- whether any payments have been made so far and, if so, what,
- whether any services have been provided so far and, if so, what,

— if there is more than one respondent, the relationship between respondents.

① If this is insufficient space to describe the background, you may use another sheet of paper, which must be headed 'E1' and must be attached to the Claim Form.

E2. Why does this court have jurisdiction to decide your claim?

① A sheriff may only make a decision where the sheriff has jurisdiction to do so.

The events took place in the sheriff court's district

The respondent lives in the sheriff court's district

I had an agreement with the respondent to make any claim in this sheriff court

Other (please give details)

E3. Does this claim relate to a consumer credit agreement?

① You should select 'Yes' if the claim is about an agreement between you and the respondent in which you provided the respondent with credit of any amount.

Yes (please complete E4)

No

E4. What are the details of the consumer credit agreement?

① Set out the following information:

- the date of the agreement and its reference number,
 - the name and address of any person who acted as guarantor,
 - the details of the agreed repayment arrangements,
 - the unpaid balance or amount of arrears,
 - the date of any default notice or the latest payment under the agreement.
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E5. What steps have you taken, if any, to try to settle the dispute with the respondent?

① It is an important principle of simple procedure that parties should be encouraged to settle their disputes by negotiation, where possible. You should set out any steps you have taken, if any, to try to settle the dispute with the respondent.

① The court will use this information to assess whether more negotiation would help you and the respondent settle your dispute.

F. WHAT HAPPENS NEXT?

1	Once you have completed this Claim Form, you should send it to the sheriff court. The court will check the Claim Form and, if there are no problems with it, the court will issue a timetable for the case . This will set out the last date for service .
2	The Claim Form must then be formally served on the respondent by the last date for service . If you are an individual (not a company or other organisation) who is not represented by a solicitor, the court can do this for you; otherwise you will have to arrange for this to be done by a solicitor or sheriff officer.

3	<p>The respondent must respond to the claim by the last date for a response.</p> <p>If the respondent does not respond to the claim, you may ask the sheriff to make a decision by completing an Application for a Decision and sending it to the court. You must do this within 14 days from the last date for a response.</p> <p>If the respondent responds by disputing the claim, the sheriff will consider the claim and response. The sheriff will send the parties first written orders.</p>
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F1. Would you like the court to formally serve this Claim Form on your behalf?

① The court cannot formally serve this Claim Form for you if you are a company or if you are represented by a solicitor. You will have to arrange formal service yourself.

① If this Claim Form has been completed on paper and you would like the court to formally serve it on your behalf, you should send two copies of it to the court.

Yes

No

PLEASE CHECK THIS FORM BEFORE SENDING IT.