

Supreme Courts News



SUMMER 2024

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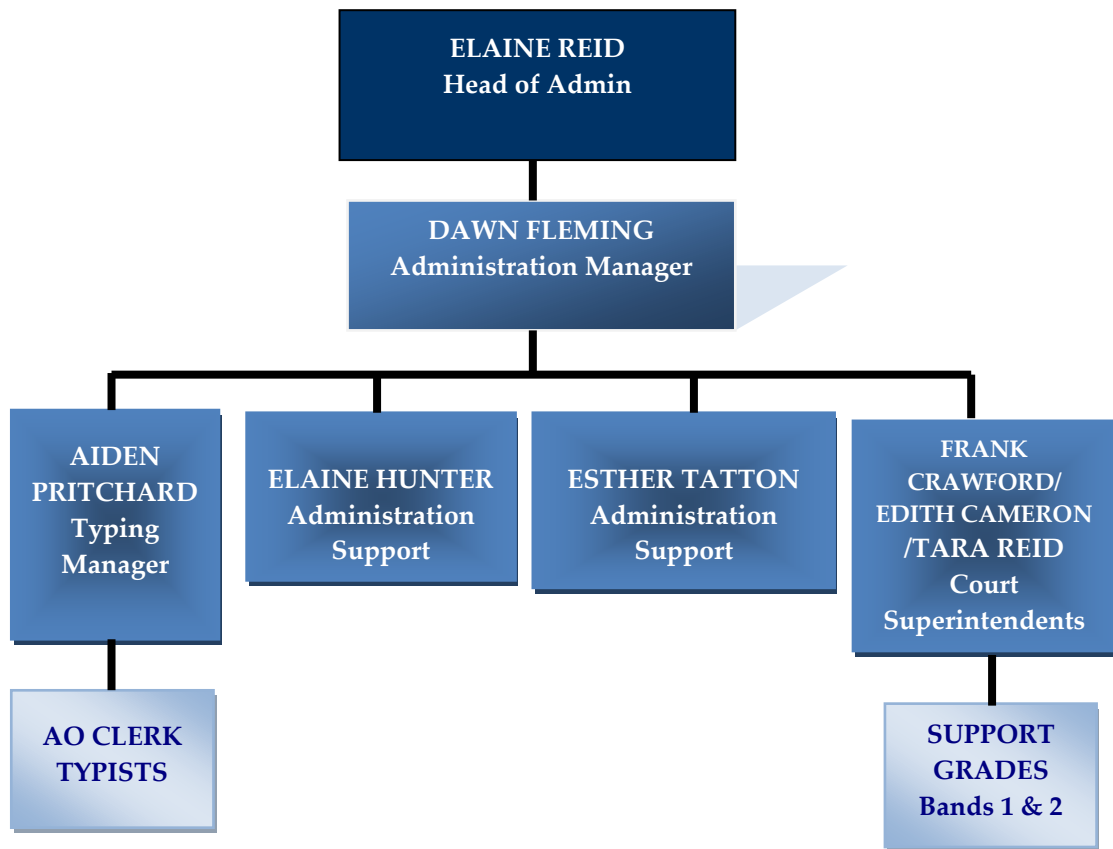


THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

www.scotcourtribunals.gov.uk

ADMIN NEWS

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR ADMIN

Administration Manager	Dawn Fleming	0131 240 6749
Administration Support	Esther Tatton	0131 240 6821
Administration Support	Elaine Hunter	0131 240 6750
Court Superintendents	Frank Crawford Edith Cameron Tara Reid	0131 240 6892 0131 240 6760 0131 240 5130
Typing Manager	Aiden Pritchard	0131 240 6748
Parliament House Reception		0131 225 2595

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THE FIRST AIDERS



Who	Where	Contact No.
Edith Cameron	Court Superintendent	0131 240 6760
Dawn Fleming	Administration	0131 240 6749
Clare Friary	Justiciary	0131 240 741
Jessica Flynn	Judicial Office	0131 240 893
Jo Newby	CEO	0131 444 3312
Elaine Reid	Administration	0131 240 842
Esther Tatton	Administration	0131 240 821
Matthew Orton	Civil Lab	0131 240 6771
Craig Anderson	General Department	0131 240 5048
Ysabeau Middleton	Lord President's Private Office	0131 240 6887
Darren Whitta	SGB2	0131 240 2595
Jennifer Kelly	Scottish Civil Justice Council	0131 240 706
Claire Buchanan	Communications	0131 240 954
Magdalena Szumlinska	Judicial Office	0131 444 3357
Ondine Tennant	Scottish Sentencing Council	0131 240 822

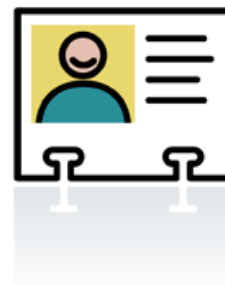


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SECURITY PASSES

Security Passes are available from the Administration Unit on an appointment only basis.

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 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 or on 0131 240 6750.

Many thanks,

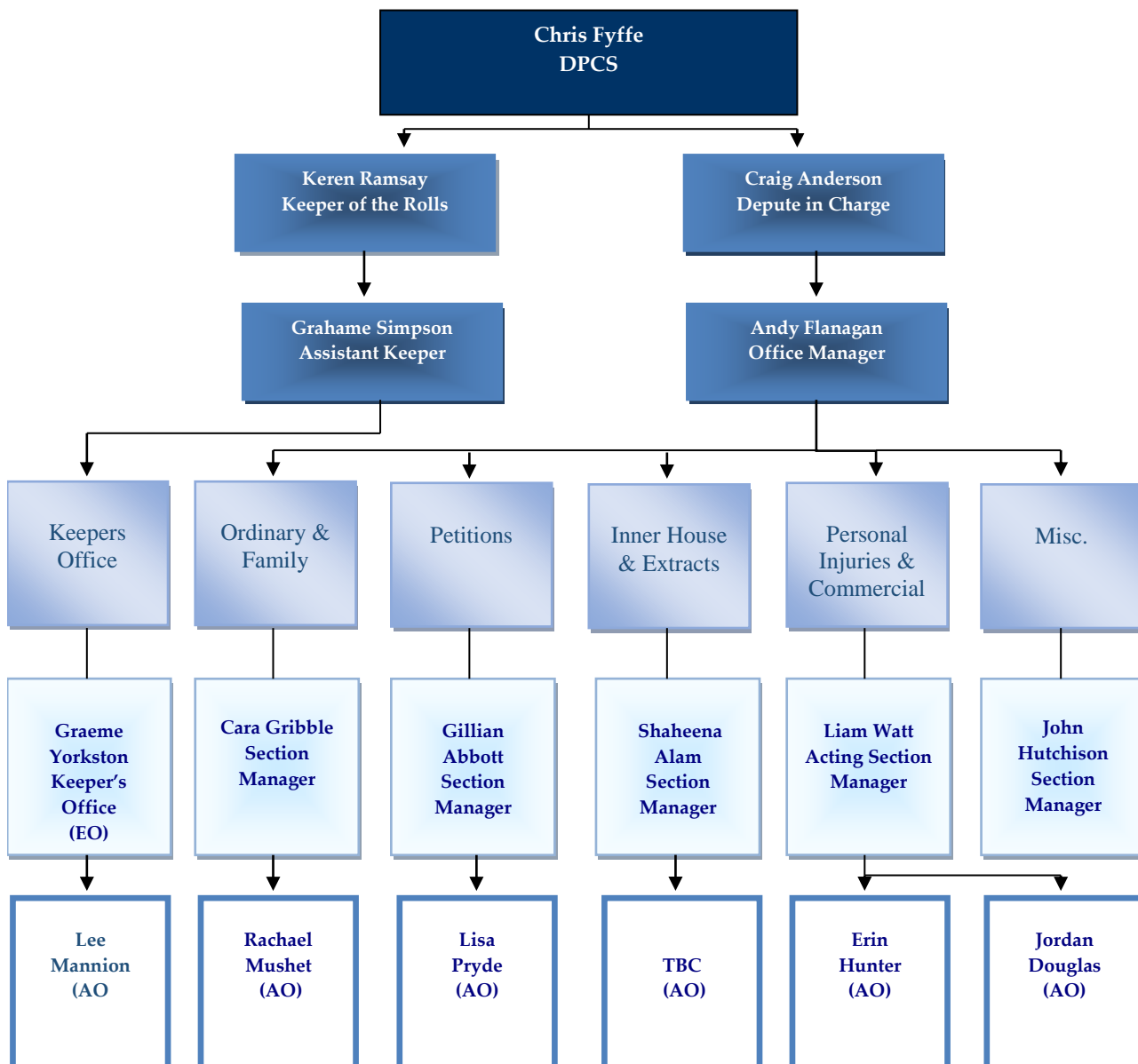
Elaine Hunter
Administration Office

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OFFICES OF COURT NEWS

AS OF 1ST OF AUGUST 2024

WHO'S WHO



TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT

GENERAL DEPARTMENT



DEPUTE IN CHARGE

Craig Anderson

Office Manager	Andy Flanagan	0131 240 6656
Ordinary/Family Manager	Cara Gribble	0131 240 6837
Ordinary/Family AO	Rachael Mushet	0131 240 6735
PD & Commercial Manager	Liam Watt	0131 240 6697
Personal Injury Section AO	Erin Hunter	0131 240 6695
Commercial Section AO	Jordan Douglas	0131 240 6785
Petitions Manager	Gillian Abbott	0131 240 6966
Petitions AO	Lisa Pryde	0131 240 6670
Inner House Manager	Shaheena Alam	0131 240 6947
Inner House AO	TBC	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

Graeme Yorkston 0131 240 6798

Administration Officer

Lee Mannion 0131 240 6969

KEEPER'S OFFICE INBOX: keepers@scotcourts.gov.uk

KEEPER'S OFFICE FIXING INBOX: 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 – keepers@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

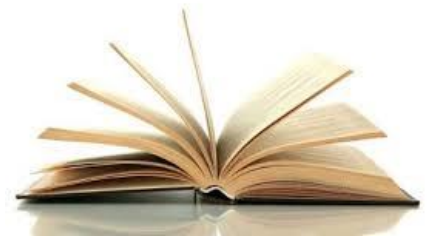
If you are emailing or wish to contact us in the course of an evening, weekend or public holiday with important information about a case, that must be conveyed to the Judge outside normal working hours, please contact Parliament House reception on 0131 225 2595 and ask for the out of hours clerk. By 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

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

Personal Injuries – personalinjuries@scotcourts.gov.uk

Inner House Department – innerhouse@scotcourts.gov.uk

Petitions – Petitions@scotcourts.gov.uk

Court Motions– courtofsession.motions@scotcourts.gov.uk

Keeper's Office – keepers@scotcourts.gov.uk

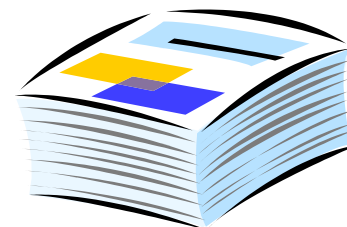
Keeper's Fixing – keepersfixing@scotcourts.gov.uk

OFFICES OF THE COURT REPORTS

Management Information & Workload.

	April 2023	May 2023	June 2023		April 2024	May 2024	June 2024
Petitions lodged	66	96	91		74	82	96
Total Summonses lodged	62	91	116		72	93	102
<i>Personal Injury</i>	19	35	63		38	35	51
<i>Ordinary</i>	28	41	34		19	41	20
<i>Family</i>	8	7	8		6	5	6
<i>Commercial</i>	7	13	11		9	12	25
Appeals lodged	7	4	3		5	5	4
<i>R/M's</i>	5	5	5		3	1	2
GROUP PROCEEDINGS	0	0	3		0	2	0
TOTAL ACTIONS	140	196	215		154	183	204

Waiting period for four day Personal Injury Proofs stands at 7 months*-(from date defences lodged). We are currently allocating 18 March 2025 (at the time of this report).



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	13	8	4*	3	0	1
July 2023	11	6	1	4	4	0
August 2023	14	10	1	3	3	0
September 2023	11	5	5	4*	0	0
Total:	49	29	11	14	7	1

* This indicates the Oral Hearing did not take place. The reasons are;
4 JR Petition cases were dismissed via motion by the petitioner's agents.

Month	Petitions allocated for permission	Permission granted	Permission refused	Appointed to Oral Hearing	Granted at Oral Hearing	Refused at Oral Hearing
October 2023	9	5	1	1*	0	0
November 2023	9	3	1	5	1	3*
December 2023	4	2	2	2	1	1
January 2024	13	6	7	7	1	5*
February 2024	6	4	2	2	2	0
Total:						

* This indicates the Oral Hearing did not take place. The reasons are;
4 JR Petition cases were dismissed via motion by the petitioner's agents.

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
September 2023	1	0	0	1	0
Total:	2	0	0	2	0

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
October 2023	0	0	0	0	0
November 2023	0	0	0	0	0
December 2023	0	0	0	0	0
January 2024	0	0	0	0	0
February 2024	0	0	0	0	0
Total:	0	0	0	0	0

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 – 26TH JUNE 2024

In attendance:

Stakeholder Representatives:

Ms Paula Moffat (Balfour Manson)

Ms Elaine Campbell (Campbell Smith)

General Department, Offices of the Court of Session:

Mr Andy Flanagan – (Office Manager)

Mr Liam Watt – (Manager, Personal Injury and Commercial Section).

Mr Jordan Douglas – (Administration Officer, General Department).

Agenda Matters:

Following the welcome, the following matters were raised:

Staffing Update-

The following Staff Movements / Changes were advised:

- 1) Mr John Hutchison returned to the General Department following end of a Secondment, June 2024
- 2) Mr Matt Orton began a 12 month Secondment away from the General Department, June 2024.
- 3) Mrs Gillian Abbott returns to the General Department following end of a Secondment, July 2024.
- 4) Mr Jordan Douglas began as an Administrative Officer within the General Department, June 2024.
- 5) Sean Platts-Stobie has resigned (June), a new A.O. will start in the Inner House Section in August 2024.

Issues from the General Department:

- 1) Documentation for lodging in process is sometimes being sent directly to the Clerk, with the relevant jurisdictional section not being included in said e mails.

Just a friendly reminder for Agent's to include the Section in such e mails, so that the Process can be accurately updated and that no documentation is missed.

2) Agents not including a Case Reference / Subject Matter in the subject line of E Mails.

The General Department operates over a number of jurisdictions, it would assist if the subject line references were more clearly defined to enable the matter to be identified and actioned by the relevant Section.

No other business was raised, the next Customer Liaison meeting will be confirmed in due course.

As a result of Staff Changes and internal rotation within the department, the section are now comprised as follows

Inner House / Extracts

innerhouse@scotcourts.gov.uk

Shaheena Alam (Section Manager)

TBC (Administrative Officer).

Petitions Department

Petitions@scotcourts.gov.uk

Gillian Abbott (Section Manager)

Lisa Pryde (Administrative Officer)

Ordinary/ Family

gcs@scotcourts.gov.uk

Cara Gribble (Section Manager)

Rachael Mushet (Administrative Officer)

PD (Personal Injuries) Section & Commercial Section

personalinjuries@scotcourts.gov.uk

gcs@scotcourts.gov.uk (for Commercial)

Liam Watt (Section manager)

Erin Hunter (Administrative Officer) (primarily PD)

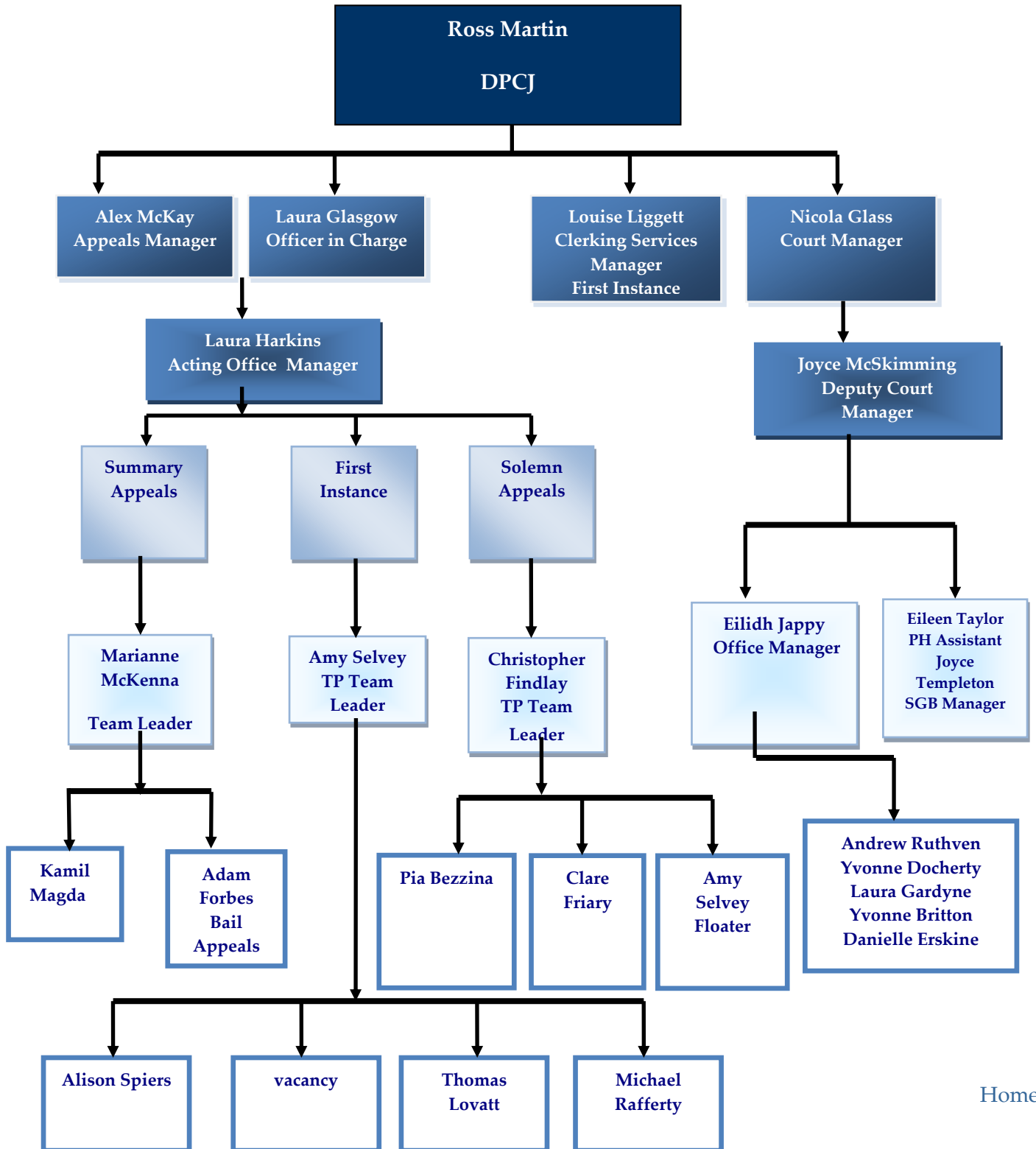
Jordan Douglas (Administrative Officer) (primarily Commercial)

Miscellaneous E.O.

John Hutchison (Section Manager)

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	Samantha McCafferty	0131 240 6910
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
AO Floater	Amy Selvey	0131 240 6739

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

Court Manager	Nicola Glass	0141 559 4577
Deputy Court Manager	Joyce McSkimming	0141 559 4578
Office Manager	Eilidh Jappy	0141 559 4553
Preliminary Hearing Assistant	Eileen Taylor	0141 559 5017
Support Grade Manager	Joyce Templeton	0141 559 5018
Justiciary Office AO's	Yvonne Docherty	0141 559 4505
	Andrew Ruthven	0141 559 4592
	Laura Gardyne	0141 559 5004
	Yvonne Britton	0141 559 5026
	Danielle Erskine	0141 559 5028
Saltmarket Switchboard		0141 552 3795

GENERIC EMAIL BOXES AVAILABLE TO JUSTICIARY OFFICE CUSTOMERS

First Instance Business (except Glasgow hearings) - Highcourtrialsedinburgh@scotcourts.gov.uk

Glasgow Justiciary Office – Highcourtglasgow@scotcourts.gov.uk

Summary Appeals - Summaryappeals@scotcourts.gov.uk

Solemn Appeals - Solemnappeals@scotcourts.gov.uk

Transcripts - Transcriptions@scotcourts.gov.uk

Sheriff Bail Court – 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

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, summaryappeals@scotcourts.gov.uk,
transcriptions@scotcourts.gov.uk , bailappealreport@scotcourts.gov.uk or
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

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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