

# Supreme Courts News



JANUARY 2025

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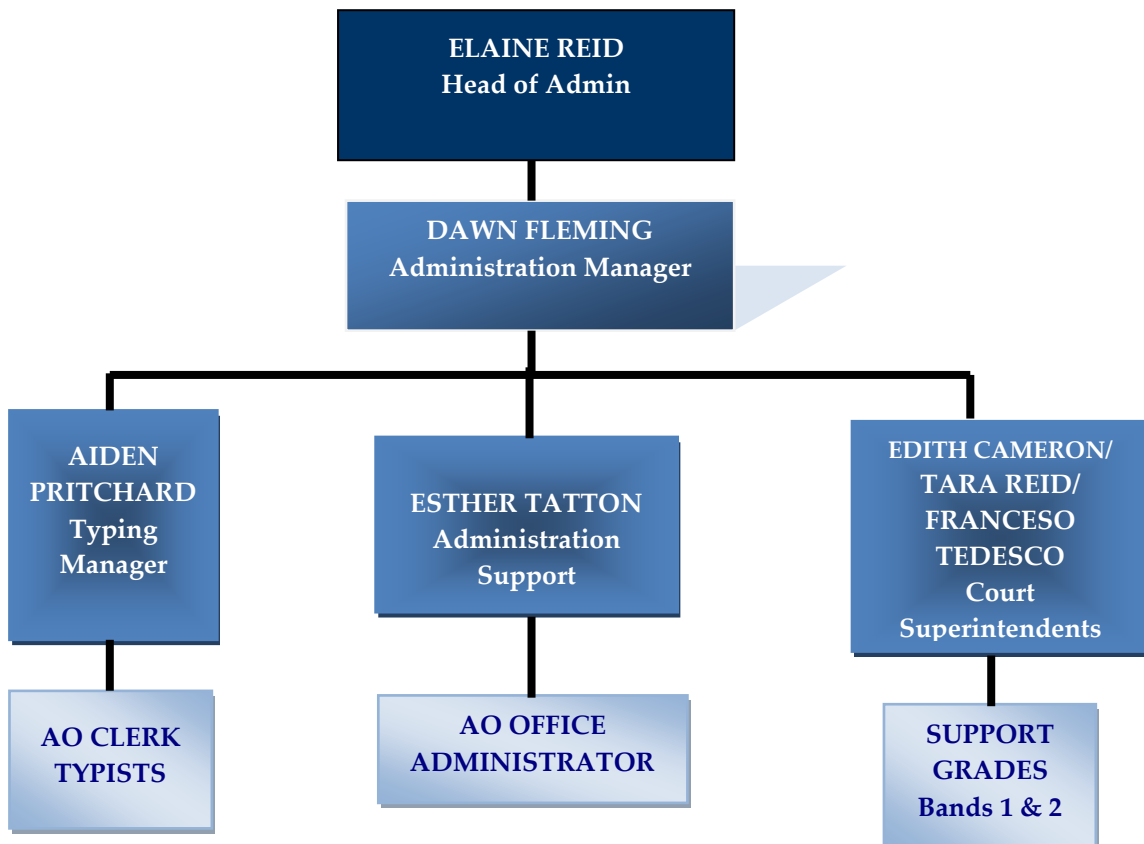


THE SCN IS ALSO AVAILABLE ON THE SCTS WEBSITE

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

# ADMIN NEWS

## WHO'S WHO



### TELEPHONE CONTACT DETAILS FOR ADMIN

<b>Administration Manager</b>	Dawn Fleming	0131 240 6749
<b>Administration Support</b>	Esther Tatton	0131 240 6821
<b>Supreme Courts Office Administrator</b>	Robyn Campbell	0131 240 5058
<b>Court Superintendents</b>	Edith Cameron	0131 240 6760
	Tara Reid	0131 240 5130
	Francesco Tedesco	0131 225 3228
<b>Typing Manager</b>	Aiden Pritchard	0131 240 6748
<b>Parliament House Reception</b>		0131 225 2595

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## THE FIRST AIDERS



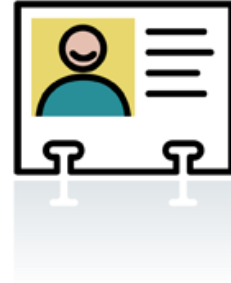
Who	Where	Contact No.
Edith Cameron	Court Superintendent	0131 240 6760
Dawn Fleming	Administration	0131 240 6749
Jessica Flynn	Judicial Office	0131 240 6893
Jo Newby	Chief Executives Office	0131 240 3312
Elaine Reid	Administration	0131 240 6842
Esther Tatton	Administration	0131 240 6821
Matthew Orton	Civil Lab	0131 240 6771
Darren Whitta	SGB2	0131 240 2595
Jennifer Kelly	Scottish Civil Justice Council	0131 240 6706
Claire Buchanan	Communications	0131 240 6954
Ondine Tennant	Scottish Sentencing Council	0131 240 6822



## 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](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 6821.

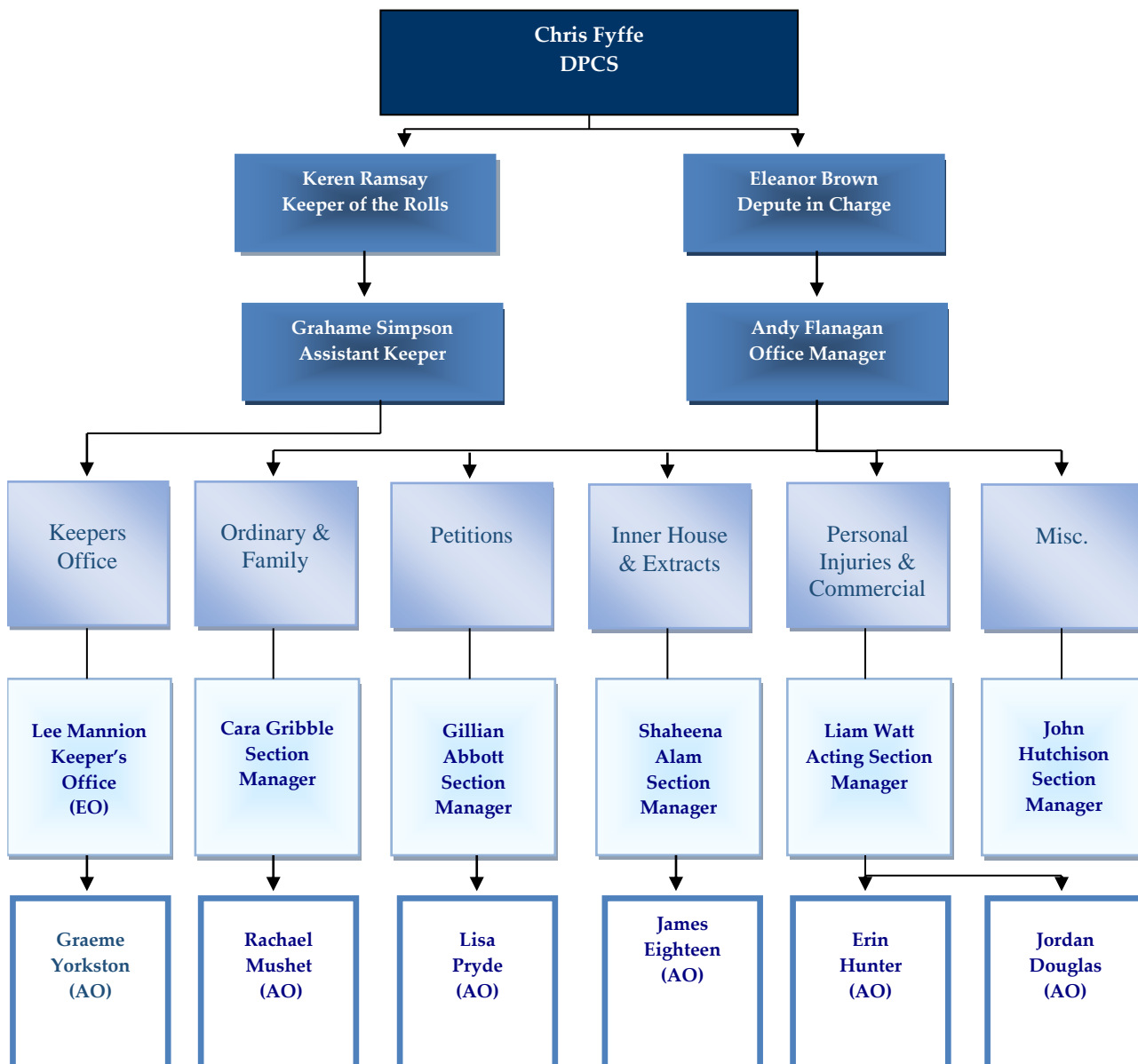
Many thanks,

Administration Office

# OFFICES OF COURT NEWS

AS OF 31<sup>ST</sup> JANUARY 2025

## WHO'S WHO



# TELEPHONE CONTACT DETAILS FOR OFFICES OF COURT GENERAL DEPARTMENT



## DEPUTE IN CHARGE

Eleanor Brown 0131 240 5051

<b>Office Manager</b>	Andy Flanagan	0131 240 6656
<b>Ordinary/Family Manager</b>	Cara Gribble	0131 240 6837
<b>Ordinary/Family AO</b>	Rachael Mushet	0131 240 6691
<b>PD &amp; Commercial Manager Personal Injury Section AO Commercial Section AO</b>	Liam Watt Erin Hunter Jordan Douglas	0131 240 6697 0131 240 6695 0131 240 6785
<b>Petitions Manager Petitions AO</b>	Gillian Abbott Lisa Pryde	0131 240 6696 0131 240 6670
<b>Inner House Manager Inner House AO</b>	Shaheena Alam James Eighteen	0131 240 6947 0131 240 6698
<b>Miscellaneous EO Manager</b>	John Hutchison	0131 240 5082



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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

Lee Mannion 0131 240 6969

#### Administration Officer

Graeme Yorkston 0131 240 6798

**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.

# 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)

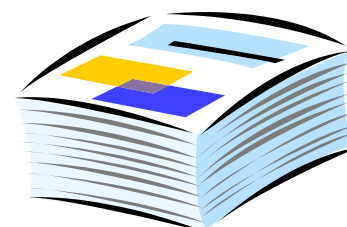
Keeper's Fixing – [keepersfixing@scotcourts.gov.uk](mailto:keepersfixing@scotcourts.gov.uk)

# OFFICES OF THE COURT REPORTS

## Management Information & Workload.

	Oct 2023	Nov 2023	Dec 2023		Oct 2024	Nov 2024	Dec 2024
<b>Petitions lodged</b>	113	132	96		120	95	106
<b>Total Summonses lodged</b>	84	97	101		107	111	108
<i>Personal Injury</i>	43	52	38		62	57	54
<i>Ordinary</i>	24	19	46		16	34	39
<i>Family</i>	9	13	5		17	11	8
<i>Commercial</i>	8	13	12		12	9	7
<b>Appeals lodged</b>	3	7	8		12	9	10
<i>R/M's</i>	3	2	5		1	2	4
<b>GROUP PROCEEDINGS</b>	0	0	1		5	2	0
<b>TOTAL ACTIONS</b>	<b>203</b>	<b>238</b>	<b>221</b>		<b>245</b>	<b>217</b>	<b>228</b>

Waiting period for four day Personal Injury Proofs stands at 7 months\* - (from date defences lodged). We are currently allocating 30 September 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
March 24	13	6	1	6	1	5
April 24	11	7	0	4	2	2
May 24	11	6	0	5	2	3
June 24	11	7	0	4	1	3
July 24	8	5	0	3	3	0
August 24	7	6	0	1	0	1
September 24	8	7	0	1	0	1
<b>Total:</b>	<b>69</b>	<b>44</b>	<b>1</b>	<b>24</b>	<b>9</b>	<b>15</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.

<b>Month</b>	<b>Review of permission request received</b>	<b>Review refused without oral hearing</b>	<b>Review oral hearing (RoC 58.8) granted</b>	<b>Review oral hearing (RoC 58.8) refused</b>	<b>Total review requests granted</b>
<b>March 24</b>	0	0	0	0	0
<b>April 24</b>	1	0	0	1	0
<b>May 24</b>	0	0	0	0	0
<b>June 24</b>	0	0	0	0	0
<b>July 24</b>	0	0	0	0	0
<b>August 24</b>	0	0	0	0	0
<b>September 24</b>	0	0	0	0	0
<b>Total:</b>	1	0	0	1	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 – 05 DECEMBER 2024

**Present**

**Staff**

**Gillian Abbott /  
James Eighteen**

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**Stakeholder**

**Representatives**

**Elaine Campbell**

**Paula Balfour  
and Manson**

## **Agenda Matters:**

Welcome

### **Staffing Update**

**Craig Anderson has resigned his position as Depute In Charge of Civil to start a new job with the Scottish Government.**

**Eleanor Brown has commenced a six-month appointment as his replacement.**

**James Eighteen joined the General Department in August within the Inner House Department.**

Introductions made and attendance lodged

### **Issues from The Department**

- Agents to note that when sending documents in word documents, specifically consent emails with motions, these need to be sent in PDF format.
- Please submit e mails to the correct Departments – (see page 15 for details).
- References should be included in the subject line of all emails,
- E Mails should be sent to appropriate section inbox, rather than individual personal addresses.

- Please note that when uploading single productions onto Objective Connect or sending single productions to the sections inbox, they should be uploaded or sent in their inventory bundles.
- Motions are to be sent to the Court motions inbox, rather than to individual sections.
- Presenting Hard Copy Documentation to the Section
- Agents to be advised that if lodging documents after 5pm or before 9am there is no guarantee they will be lodged in time for a hearing the morning after/day of.
- Agents reminded that when e mailing / submitting items to Clerks required in process the relevant individual Section should be included in that e mail.

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)

James Eighteen (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)

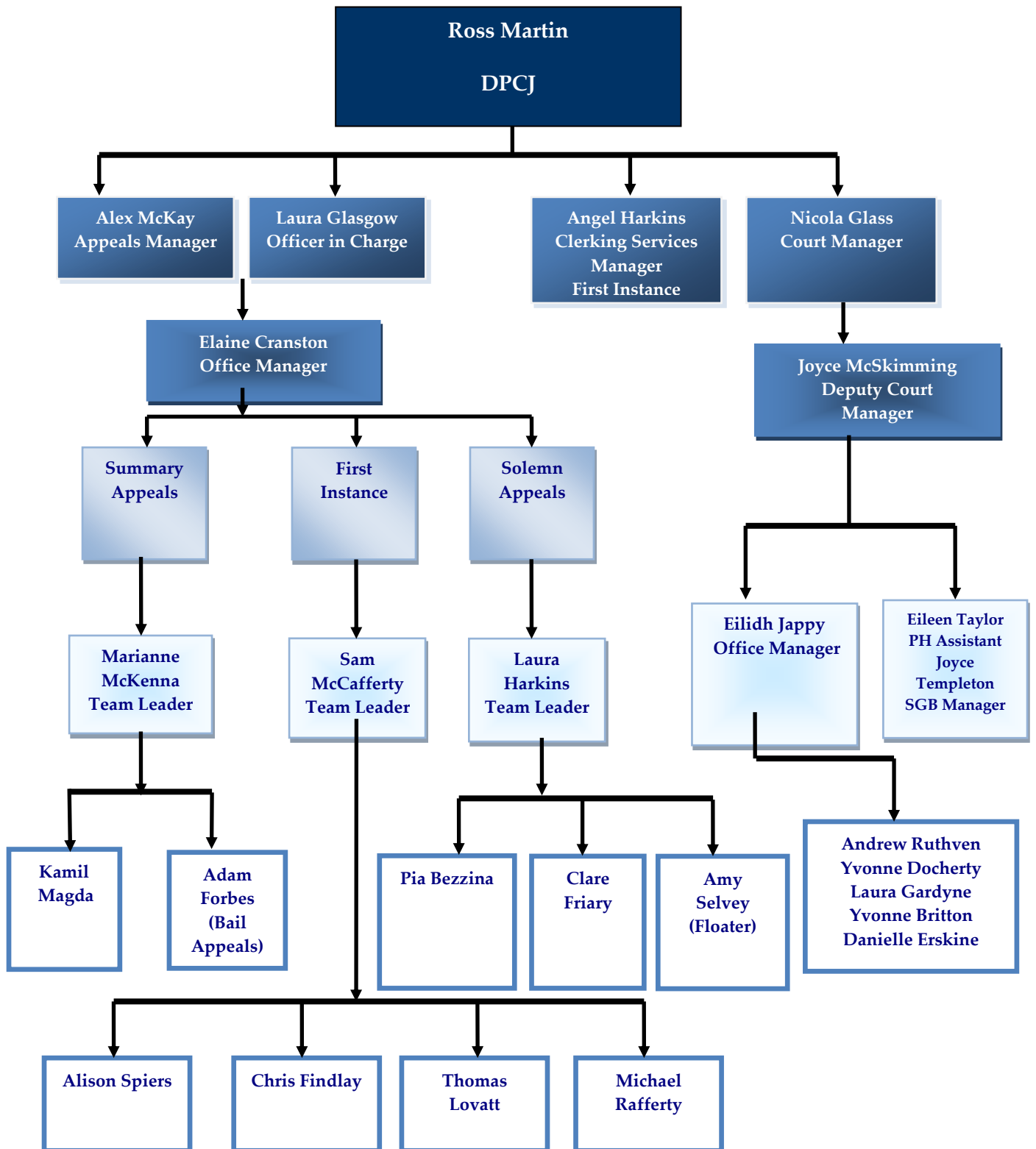
Erin Hunter (Administrative Officer) (primarily PD)

Jordan Douglas (Administrative Officer) (primarily Commercial)

### **Miscellaneous E.O.**

# JUSTICIARY NEWS

## WHO'S WHO







## 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

Angela Harkins 0131 240 6823

#### Officer in Charge

Laura Glasgow 0131 240 6743

#### Office Manager

Elaine Cranston 0131 240 6769

**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
AO	Chris Findlay	0131 240 6951

## SOLEMN APPEALS

Team Leader	Laura Harkins	0131 240 6738
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	Adam Forbes	0131 240 6740
Summary	Kamil Magda	0131 240 5120

## TELEPHONE CONTACT DETAILS (CONTINUED)

### GLASGOW HIGH COURT, SALTMARKET

<b>Court Manager</b>	Nicola Glass	0141 559 4577
<b>Deputy Court Manager</b>	Joyce McSkimming	0141 559 4578
<b>Office Manager</b>	Eilidh Jappy	0141 559 4553
<b>Preliminary Hearing Assistant</b>	Eileen Taylor	0141 559 5017
<b>Support Grade Manager</b>	Joyce Templeton	0141 559 5018
<b>Justiciary Office AO's</b>	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
<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** opening hours are:

Monday - Thursday	09:00 – 17.00
Friday	09.00 – 16.45



The **OFFICES OF THE COURT OF SESSION (GENERAL DEPARTMENT)** opening hours are:

Monday - Thursday	09:00 – 17.00
Friday	09.00 – 16.45

Please note the Public Counter Opening Hours are as follows:

Monday to Friday      10:00 – 13:00 and 14:00 – 16:00

No Public Counter Service is available between 13:00 and 14:00 daily.



The **JUSTICIARY OFFICE** opening hours are:

Monday – Thursday	9.00 – 17.00
Friday	9.00 – 16.45

Please note this office is closed between 13.00 and 14.00 each day.



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

Monday – 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 – Friday 10.00 – 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	OFFICES OF THE COURT OF SESSION	JUSTICIARY OFFICE / SALTMARKET
Mrs Elaine Reid Head of Administration Parliament House Parliament Square Edinburgh EH1 1RQ	Miss Eleanor Brown Depute in Charge Parliament House Parliament Square Edinburgh EH1 1RQ	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:	<a href="mailto:dfleming@scotcourts.gov.uk">dfleming@scotcourts.gov.uk</a>
		Telephone:	0131 240 6749

### OFFICES OF THE COURT OF SESSION

Letter:	A Flanagan Court of Session Parliament House Parliament Square Edinburgh EH1 1RQ	Email	<a href="mailto:aflanagan@scotcourts.gov.uk">aflanagan@scotcourts.gov.uk</a>
		Fax:	0131 240 6746
		Telephone:	0131 240 6696

### JUSTICIARY OFFICE

Letter:	E Cranston High Court of Justiciary Parliament House Parliament Square Edinburgh EH1 1RQ	Email	<a href="mailto:ecranston@scotcourts.gov.uk">ecranston@scotcourts.gov.uk</a>
		Telephone:	0131 240 6769

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