



## Coronavirus

### Guidance in respect of the warranting of urgent initial writs etc.

#### No. 9 of 2020

This guidance sets out the arrangements for the warranting of urgent initial writs; summary applications; summary cause summons; and simple procedure claim forms; the lodging of caveats; and the presentation of any other urgent matter (hereinafter referred to as the “urgent application”) in the Sheriffdom of Glasgow & Strathkelvin with immediate effect.

1. Where it is necessary to present an urgent application, the party making the application shall send to the sheriff clerk an e-mail [to the address [glasgowurgentapps@scotcourts.gov.uk](mailto:glasgowurgentapps@scotcourts.gov.uk)] containing the following:
  - (a) the heading “URGENT APPLICATION”;
  - (b) an explanation as to why the matter is regarded as urgent;
  - (c) whether or not interim orders are sought;
  - (d) the name, address, telephone number and e-mail address of the person presenting the urgent application;
  - (e) a copy of the proposed urgent application; and
  - (f) confirmation as to when the urgent application will be delivered to the court in accordance with paragraph 4 below;

2. In the event that the party making the application does not have access to e-mail, the information set out in paragraphs 1(a) to 1(d) above shall be provided in written form with the urgent application when it is presented to the court in accordance with paragraph 4 below.
3. The urgent application will be placed before a sheriff at the earliest opportunity. The sheriff will determine whether or not the urgent application is urgent and, in the event that it is determined to be so, will direct the sheriff clerk as to the steps to be taken in relation to it.
4. The urgent application must be presented to the court in an envelope bearing the heading "URGENT APPLICATION" and must be accompanied by payment of the requisite fee; the account number to which the fee is to be charged; or a completed fee exemption form.
5. As soon as reasonably practicable after the sheriff has reached his or her determination on the urgent application, a member of the sheriff clerk's staff will telephone the person presenting the urgent application (on the telephone number provided in accordance with paragraph 1(d) above) and advise whether or not the urgent application has been determined to be so and, in the event that it is determined to be so, when the urgent application will be available for collection (where relevant); and / or the arrangements for dealing with any application for interim orders.

**Sheriff Principal C.D.Turnbull**

**27 March 2020**