

## SSDG Deadline for providing agent details -

Colleagues,

I have had a discussion with the Sheriff Clerk's Office regarding the requested 12 noon deadline two days before the case calling to inform the Clerk's Office re contact details about who is representing the client. I understand that some solicitors are not submitting what is required in terms of the two day timeframe, as well as providing incorrect numbers, or numbers of receptions and switchboards being submitted.

I did explain that members are sometimes submitting the same details time and time again for court hearings. The Clerk's office accepted that this shouldn't be required and accordingly in any situation where you have previously filled in contact details for the case, these will be utilised going forward, and you do not require to re-submit them. The standard Interlocutor issued in these matters will be amended to reflect that.

I would ask you to please ensure that on the first occasion when these are completed that you provide the contact number you can be contacted on, ideally a mobile number or direct dial number, to avoid the call going through a switchboard. This should be for the solicitor conducting that case. If it changes and a new solicitor will instead be conducting the case then please inform the Sheriff Clerk's office by the 12 noon deadline, two days before the hearing, as to what solicitor and contact number you would want to be utilised.

As you will appreciate it is unacceptable that on the morning of the court people intimate which solicitor is dealing with this matter, and you should be doing all you can to be available for when the call is received. I appreciate that there may be situations where you can't be in two places at once. Having to go through switchboards to reach the solicitor dealing with the case should be avoided, if at all possible.

I trust that you will make arrangements to deal with this accordingly as not just the sheriff clerks but sheriffs are frustrated at late change of details or none being provided.

Kind Regards,

Mark O'Hanlon

Dean

## SSDG - AIRDIRE JP COURT

Good Afternoon

I thought it would be useful to let you know that with effect from Monday 19 October 2020. the JP court at Airdrie will now deal with JP court business on a daily basis. Court business is planned for each day with the exception of a Wednesday.

Please let me know if there is anything you would like to discuss.

Kind Regards

Jean

Jean Flanagan

Sheriff Clerk

Airdrie Sheriff & JP court

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