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SCOTTISH STATUTORY INSTRUMENTS

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**2008 No. 239**

**SHERIFF COURT**

**The Sheriff Court Fees Amendment Order 2008**

*Made* - - - - *6th June 2008*  
*Laid before the Scottish*  
*Parliament* - - - - *6th June 2008*  
*Coming into force in accordance with article 1*

The Scottish Ministers make the following Order in exercise of the powers conferred by section 2 of the Courts of Law Fees (Scotland) Act 1895(1) and all other powers enabling them to do so.

**Citation and commencement**

1.—(1) This Order may be cited as the Sheriff Court Fees Amendment Order 2008 and, subject to paragraphs (2) and (3), shall come into force on 1st August 2008.

(2) Article 2(3)(b) and Schedule 2 shall come into force, and article 2(3)(a) and Schedule 1 shall cease to have effect, on 1st April 2009.

(3) Article 2(3)(c) and Schedule 3 shall come into force, and article 2(3)(b) and Schedule 2 shall cease to have effect, on 1st April 2010.

**Amendment of the Sheriff Court Fees Order 1997**

2.—(1) The Sheriff Court Fees Order 1997(2) shall be amended in accordance with the following paragraphs.

(2) For article 7 (exemption of certain persons from fees)(3), substitute—

**“Exemption of certain persons from fees**

7.—(1) A fee to which this article applies shall not be payable by a person if—

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- (1) 1895 c. 14; section 2 was substituted by the Divorce Jurisdiction, Court Fees and Legal Aid (Scotland) Act 1983 (c. 12), section 4, and modified by the Scotland Act 1998 (Consequential Modifications) (No. 2) Order 1999 (S.I. 1999/1820), articles 2(1) and 4 and Schedule 2, Part I, paragraph 9, and Part IV. The functions of the Secretary of State were transferred to the Scottish Ministers by virtue of section 53 of the Scotland Act 1998 (c. 46).
- (2) S.I. 1997/687 as amended by S.I. 1999/754 and S.S.I. 2002/2692003/97, 2005/455 and S.S.I. 2007/318.
- (3) As substituted by S.S.I. 2007/318.

- (a) the person or his or her partner is in receipt of income support under the Social Security Contributions and Benefits Act 1992(4);
- (b) the person is in receipt of an income based jobseeker's allowance (payable under the Jobseekers Act 1995(5));
- (c) the person is in receipt of civil legal aid within the meaning of section 13(2) of the Legal Aid (Scotland) Act 1986(6) in respect of the matter in the Table of Fees in connection with which the fee is payable;
- (d) the fee is payable in connection with a simplified divorce or dissolution of a civil partnership application and the person is in receipt of advice and assistance from a solicitor under the Legal Aid (Scotland) Act 1986 in respect of that application;
- (e) the person's solicitor is undertaking work in relation to the matter in the Table of Fees in connection with which the fee is payable on the basis of any regulations made under section 36 of the Legal Aid (Scotland) Act 1986 providing for legal aid in a matter of special urgency;
- (f) the person or his or her partner is in receipt of guarantee credit under the State Pension Credit Act 2002(7); or
- (g) the person or his or her partner is in receipt of working tax credit, provided that—
  - (i) child tax credit is being paid to the party, or otherwise following a claim for child tax credit made jointly by the members of a couple (as defined in section 3(5A) of the Tax Credits Act 2002)(8) which includes the party; or
  - (ii) there is a disability element or severe disability element (or both) to the tax credit received by the party,
 and that the gross annual income taken into account for the calculation of the working tax credit is £16,017 or less.
- (2) This article applies to all fees regulated by this Order except—
  - (a) the fees specified in Part I (Commissary proceedings) of the Table of Fees; and
  - (b) in Part II (sheriff court proceedings) of the Table of Fees, the fee specified in paragraph 20 (petition for removal of disqualification).”.
- (3) The Table of Fees in Schedule 1(9) shall be substituted by—
  - (a) the Table of Fees in Schedule 1 to this Order on 1st August 2008;
  - (b) the Table of Fees in Schedule 2 to this Order on 1st April 2009; and
  - (c) the Table of Fees in Schedule 3 to this Order on 1st April 2010.

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(4) 1992 c. 4. Section 124, which provides for income support, was amended by the Jobseekers Act 1995 (c. 18), section 41 and Schedules 2 and 3, the Welfare Reform and Pensions Act 1999 (c. 30), section 70 and Schedule 8, Part IV, paragraph 28, the State Pension Credit Act 2002 (c. 16), Schedule 3, Schedule 2 Part 1, paragraph 2(2) and 2(3), the Civil Partnership Act 2004 (c. 33), Schedule 24, paragraph 42, and the Welfare Reform Act 2007 (c. 5), Schedule 3, paragraphs 9(9) and (10), and Schedule 8.

(5) 1995 c. 18.

(6) 1986 c. 47. Section 13(2) was amended by the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (c. 40), section 74 and Schedule 8, paragraph 36(3).

(7) 2002 c. 16.

(8) 2002 c. 21; section 3(5A) substituted for sections 3(5) to (6) by the Civil Partnership Act 2004 (c. 33), Schedule 24, paragraph 144(3).

(9) Schedule 1 to the Sheriff Court Fees Order 1997 was substituted by S.I. 1999/754, article 2(3), S.S.I. 2002/269, article 2(3), and S.S.I. 2007/318, article 2(4).

St Andrew's House,  
Edinburgh  
6th June 2008

*KENNY MACASKILL*  
A member of the Scottish Executive

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SCHEDULE 1

Article 2(3)(a), as read with article 1

## TABLE OF FEES

## Fees payable from 1st August 2008

<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(10) £</i>
<b>PART I – COMMISSARY PROCEEDINGS</b>		
<b>1. Petition for–</b>	<b>15</b>	<b>12</b>
(a) appointment of executor,		
(b) restriction of caution,		
(c) special warrant,		
(d) sealing up of repositories or the like, or		
(e) appointment of Commissary factor		
<b>2. Sealing up repositories or the like, per hour</b>	<b>25</b>	<b>18</b>
(a) (a) Receiving and examining inventory of estate, except where sub paragraph (b) or (c) of this paragraph applies–		
(i) where the amount of the estate vested in or belonging beneficially to the deceased, of which confirmation is required, or for which resealing under the Colonial Probates Act 1892(11) is required does not exceed–		
£5,000	No fee	No fee
£50,000	190	92

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(11) [1892 c. 6](#).

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<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(10)</i> £
(ii) where the amount of the said estate exceeds £50,000	190	129
(b) (b) Receiving and examining additional or corrective inventory of estate or inventory of estate <i>ad non executata</i>	190	92
(c) (c) Receiving and examining inventory of estate where it is declared that confirmation is not required:	The fees payable shall be 50% of those specified in sub paragraph (a) or (b) of this paragraph. If confirmation is subsequently required the remaining 50% of the fees specified in sub paragraph (a) or (b) shall be payable	
4. Commissary copying and extracting		
(1) Issuing certificate of confirmation		
(a) (a) if ordered when lodging inventory each certificate	5	3
(b) (b) if ordered subsequent to lodging inventory—		
(i) first certificate including search fee	15	11
(ii) each subsequent certificate	5	3
(2) Copy or duplicate confirmation—		
(a) (a) if ordered when lodging inventory	10	6
(b) (b) if ordered subsequent to lodging inventory—		

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(10) £</i>
(i) first duplicate including search fee	20	14
(ii) each subsequent duplicate if ordered at the same time as the first duplicate	10	6
(3) Certified extract confirmation and will (if any)–		
(a) (a) if ordered when lodging inventory	20	14
(b) (b) if ordered subsequent to lodging inventory–		
(i) first certified extract including search fee	30	21
(ii) each subsequent certified extract if ordered at the time of the first certified extract	20	14
(4) Copy will–		
(a) (a) if ordered when lodging inventory	5	4
(b) (b) if ordered subsequent to lodging inventory–		
(i) first copy including search fee	15	11
(ii) each subsequent copy, if ordered at the same time as the first copy	5	4
<b>PART II – SHERIFF COURT PROCEEDINGS</b>		
<i>Initial Writ</i>	75	57
5. Initial writ in any proceedings not being proceedings for which any other paragraph of this Table prescribes a fee		

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(10) £</i>
<i>Divorce and dissolution of civil partners</i>	120	92
6. Initial writ in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of a civil partnership application)		
<i>Application for Simplified Divorce and simplified dissolution of civil partnership</i>	90	70
7. Any application (inclusive of all procedures other than those specified at paragraphs 8 and 9)		
8. Citation of, or intimation to, any person or persons by sheriff officer	10 plus sheriff officer's fee	10 plus sheriff officer's fee
9. Subsequent application upon change of circumstances by party	25	19
<i>Summary warrant</i>	55	44
10. Application for summary warrant		
<i>Bankruptcy</i>	90	71
11. Petition for sequestration of estates		
12. Petition for discharge of a bankrupt or application for approval of composition or deed of arrangement	25	21
13. Miscellaneous applications including appeals under the Bankruptcy (Scotland) Act 1985(12)	45	36
14. Act and warrant of trustee	35	29

(10) Column 3 shows the fees which were payable under S.S.I. 2007/318 immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(12) 1985 c. 66, as amended by the Bankruptcy and Diligence etc. (Scotland) Act 2007 (asp 3).

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(10) £</i>
<b>15.</b> Application (written or oral) for discharge of trustee	25	21
<i>Declarator and Petitions for completion of title for the Sheriff of Chancery</i>	180	142
<b>16.</b> Applications for Declarator and Petitions for completion of title to the Sheriff of Chancery		
<b>17.</b> Issue of chancery extract	85	68
<i>Summary cause</i>		
<b>18.</b> Summons summary cause (including small claim)–		
(a) (a) actions for payment of money less than £200	15	8 (action for payment up to £50)
(b) (b) other actions	60	44
(c) (c) in relation to a small claim summons, citation of, or intimation to, any party by sheriff officer	10 plus sheriff officer's fee	29
(d) (d) on the marking of an appeal	45	36
<i>Criminal procedure</i>	25	21
<b>19.</b> Complaint		
<i>Road Traffic Offenders Act 1988(13)</i>	75	57
<b>20.</b> Petition for removal of disqualification		
<i>Miscellaneous</i>	15	12
<b>21.</b> Application under section 4 of the Requirements of Writing (Scotland) Act 1995 (14)		

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(13) [1988 c. 53](#).

(14) [1995 c. 7](#).



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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(10) £</i>
<b>22.</b> Caveat	25	21
<b>23.</b> Any proceedings under section 12 or 18 of the Civil Jurisdiction and Judgments Act 1982(15)	20	15
<b>24.</b> Note in a liquidation or judicial factory	25	21
<i>Defender's responses</i>		
<b>25.</b> First writ, reponing note or attendance to state a defence, or oppose an interim order (fee payable by each defender or compeerer)		
(a) (a) in proceedings to which paragraph 5 of this Table applies	75	57
(b) (b) in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of civil partnership)	120	92
<i>Civil court procedure</i>		
<i>Payable by pursuer</i>		
<b>26.</b> Lodging of a certified copy record under the standard procedure of the Ordinary Cause Rules 1993(16)	90	71
<b>27.</b> Lodging of a certified closed record under the additional procedure of the said Rules	90	71
<b>28.</b> Fixing of a proof, a debate or a hearing in	40	32

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(15) [1982 c. 27](#); section 12 was amended by the Civil Jurisdiction and Judgments Act [1991 \(c. 12\)](#), Schedule 2, paragraph 7 and section 18 was amended by the Insolvency Act [1985 \(c. 65\)](#), Schedule 8, paragraph 36, the Insolvency Act [1986 \(c. 45\)](#), Schedule 14, the Courts and Legal Services Act [1990 \(c. 41\)](#), Schedule 16, paragraph 41, the Criminal Justice Act [1993 \(c. 36\)](#), section 24, the Drug Trafficking Act [1994 \(c. 37\)](#), Schedule 1, paragraph 6, the Criminal Justice (Scotland) Act [1995 \(c. 20\)](#), Schedule 6, paragraph 183 and the Criminal Procedure (Consequential Provisions) (Scotland) Act [1995 \(c. 40\)](#), Schedule 4, paragraph 42.

(16) See Schedule 1 to the Sheriff Courts (Scotland) Act [1907 \(c. 51\)](#).

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<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(10)</i> £
a summary or miscellaneous application on the merits of the cause		
<b>29.</b> For each day or part thereof of proof, debate or hearing in a summary or miscellaneous application on the merits of the cause (not payable if the proof, debate or hearing does not proceed on that day)	90	71
<b>30.</b> Endorsing of a minute in Form F27 in terms of rule 33.29(1)(b) of the said Rules	55	42
<i>Payable by any party(including pursuer)</i>		
<b>31.</b> Lodging of a written motion or minute; and the lodging of any written opposition to any such motion or minute	35	29
<b>32.</b> Marking an appeal to the Sheriff Principal in any proceedings (other than as provided for in paragraph 18(d) of this Table)	90	71
<i>Sheriff court books</i>	20	15
<b>33.</b> Recording protest of a bill or promissory note (NOTE: Extract to be charged as in paragraph 38 of this Table.)		
<b>34.</b> Preservation of deeds, each deed (NOTE: Recording and extracting to be charged as in paragraph 38 of this Table)	10	6
<i>Miscellaneous office procedures</i>	55	44
<b>35.</b> Lodging each set of plans or other Parliamentary deposit		

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(10) £</i>
<b>36.</b> Inspection of report of 10 sale and the auditor of court's report		10
<b>37.</b> Search and report service as instructed by a trade protection society, licensed credit reference agency or trade publication of protests, of relevant court records as allowed by appropriate said Rules as amended, with the fees below payable in advance–		
(a) (a) weekly for 275 twelve months		215
(b) (b) twice weekly 545 for twelve months		427
(c) (c) four times 1,095 weekly for twelve months		858
<b>38.</b> Recording, engrossing, extracting or copying of all documents except as provided for at paragraph 4 of this Table (if a search is required an additional fee will be charged as per paragraph 39 of this Table)		
(a) (a) by photocopying–		
(i) Up to 10 pages 5		
(ii) Each page or part thereof 50.50 (in excess of 10 pages)		0.20
(b) (b) for a copy 5 of a document on a computer disc or in other electronic form		3

NOTE: Recording in Sheriff  
Court Register of Deeds to be  
charged as in paragraph 38(a)

**39.** Searches: for each  
search of records or archives,

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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Column 1 (Matters)	Column 2 (Fee Payable) £	Column 3 (Fee Formerly Payable)(10) £
except as provided for at paragraph 4 of this Table–		
(a) (a) up to 30 15 minutes		8
(b) (b) for more than 35 30 minutes up to 2 hours		15
(c) (c) for each 10 additional 30 minutes (in excess of 2 hours)		8
(d) (d) In addition, 10 correspondence fee where applicable		8
PART III – AUDITOR OF COURT		
<b>40.</b> For taxing accounts of expenses incurred in judicial proceedings remitted to the auditor of court for taxation–		
(1) auditor’s fee on lodging 34 account for taxation		34
(2) auditor’s fee for taxing accounts of expenses etc.–		
(a) (a) up to £400 18		18
(b) (b) for every 5 additional £100 or part thereof		5
NOTE: Fee to be determined by auditor of court on amount of account as submitted.		
(3) fee for cancellation of diet of taxation–		
(a) (a) where written notice of cancellation received by receiving party within three working days of diet	50% of fee that would have been payable under sub-paragraph (2) of this paragraph	50% of fee that would have been payable under sub-paragraph (2) of this paragraph
(b) (b) where written notice of cancellation received by receiving	75% of fee that would have been payable under sub paragraph (2) of this paragraph	75% of fee that would have been payable under sub paragraph (2) of this paragraph

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(10)</i> £
party on the working day before or the day of the diet		

## SCHEDULE 2

Article 2(3)(b), as read with article 1

## TABLE OF FEES

## Fees payable from 1st April 2009

<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(17)</i> £
PART I – COMMISSARY PROCEEDINGS		
<b>1.</b> Petition for–	15	15
(a) appointment of executor,		
(b) restriction of caution,		
(c) special warrant,		
(d) sealing up of repositories or the like, or		
(e) appointment of Commissary factor		
<b>2.</b> Sealing up repositories or the like, per hour	25	25
(a) (a) Receiving and examining inventory of estate, except where sub paragraph (b) or (c) of this paragraph applies–		
(i) where the amount of the estate vested in or belonging beneficially to		

(10) Column 3 shows the fees which were payable under [S.S.I. 2007/318](#) immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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Column 1 (Matters)	Column 2 (Fee Payable) £	Column 3 (Fee Formerly Payable)(17) £
the deceased, of which confirmation is required, or for which resealing under the Colonial Probates Act 1892(18) is required does not exceed—		
£5,000	No fee	No fee
£50,000	195	190
(ii) where the amount of the said estate exceeds £50,000	195	190
(b) (b) Receiving and examining additional or corrective inventory of estate or inventory of estate <i>ad non executa</i>	195	190
(c) (c) Receiving and examining inventory of estate where it is declared that confirmation is not required:	The fees payable shall be 50% of those specified in sub paragraph (a) or (b) of this paragraph. If confirmation is subsequently required the remaining 50% of the fees specified in sub paragraph (a) or (b) shall be payable	The fees payable shall be 50% of those specified in sub paragraph (a) or (b) of this paragraph. If confirmation is subsequently required the remaining 50% of the fees specified in sub paragraph (a) or (b) shall be payable
<b>4. Commissary copying and extracting</b>		
(1) Issuing certificate of confirmation		
(a) (a) if ordered when lodging inventory each certificate	5	5
(b) (b) If ordered subsequent to lodging inventory—		
(i) first certificate including search fee	15	15

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(18) 1892 c. 6.

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<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(17)</i> £
(ii) each subsequent certificate	5	5
(2) Copy or duplicate confirmation–		
(a) (a) if ordered when lodging inventory	10	10
(b) (b) if ordered subsequent to lodging inventory–		
(i) first duplicate including search fee	20	20
(ii) each subsequent duplicate if ordered at the same time as the first duplicate	10	10
(3) Certified extract confirmation and will (if any)–		
(a) (a) if ordered when lodging inventory	20	20
(b) (b) if ordered subsequent to lodging inventory–		
(i) first certified extract including search fee	30	30
(ii) each subsequent certified extract if ordered at the time of the first certified extract	20	20
(4) Copy will–		
(a) (a) if ordered when lodging inventory	5	5
(b) (b) if ordered subsequent to lodging inventory–		
(i) first copy including search fee	15	15

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(17) £</i>
(ii) each subsequent copy, if ordered at the same time as the first copy	5	5
<b>PART II – SHERIFF COURT PROCEEDINGS</b>		
<i>Initial Writ</i>	80	75
5. Initial writ in any proceedings not being proceedings for which any other paragraph of this Table prescribes a fee		
<i>Divorce and dissolution of civil partners</i>	120	120
6. Initial writ in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of a civil partnership application)		
<i>Application for Simplified Divorce and simplified dissolution of civil partnership</i>	90	90
7. Any application (inclusive of all procedures other than those specified at paragraphs 8 and 9)		
8. Citation of, or intimation to, any person or persons by sheriff officer	10plus sheriff officer's fee	10plus sheriff officer's fee
9. Subsequent application upon change of circumstances by party	25	25
<i>Summary warrant</i>	60	55
10. Application for summary warrant		
<i>Bankruptcy</i>	95	90
11. Petition for sequestration of estates		
12. Petition for discharge of a bankrupt or application	30	25

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.



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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(17) £</i>
for approval of composition or deed of arrangement		
13. Miscellaneous applications including appeals under the Bankruptcy (Scotland) Act 1985(19)	45	45
14. Act and warrant of trustee	40	35
15. Application (written or oral) for discharge of trustee	30	25
Declarator and Petitions for completion of title for the Sheriff of Chancery	185	180
16. Applications for Declarator and Petitions for completion of title to the Sheriff of Chancery		
17. Issue of chancery extract	90	85
Summary cause		
18. Summons summary cause (including small claim)–		
(a) (a) actions for payment of money less than £200	15	15
(b) (b) other actions	65	60
(c) (c) in relation to a small claim summons, citation of, or intimation to, any party by sheriff officer	10 plus sheriff officer's fee	10 plus sheriff officer's fee
(d) (d) on the marking of an appeal	45	45
Criminal procedure	30	25
19. Complaint		

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(19) 1985 c. 66, as amended by the Bankruptcy and Diligence etc. (Scotland) Act 2007 (asp 3).

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(17) £</i>
<i>Road Traffic Offenders Act 1988(20)</i>	75	75
20. Petition for removal of disqualification		
<i>Miscellaneous</i>	15	15
21. Application under section 4 of the Requirements of Writing (Scotland) Act 1995(21)		
22. Caveat	30	25
23. Any proceedings under section 12 or 18 of the Civil Jurisdiction and Judgments Act 1982(22)	20	20
24. Note in a liquidation or judicial factory	30	25
<i>Defender's responses</i>		
25. First writ, reponing note or attendance to state a defence, or oppose an interim order (fee payable by each defender or compeerer)		
(a) (a) in proceedings to which paragraph 5 of this Table applies	75	75
(b) (b) in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of civil partnership)	120	120
<b><i>Civil court procedure</i></b>		
<i>Payable by pursuer</i>		

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(20) 1988 c. 53.

(21) 1995 c. 7.

(22) 1982 c. 27; section 12 was amended by the Civil Jurisdiction and Judgments Act 1991 (c. 12), Schedule 2, paragraph 7 and section 18 was amended by the Insolvency Act 1985 (c. 65), Schedule 8, paragraph 36, the Insolvency Act 1986 (c. 45), Schedule 14, the Courts and Legal Services Act 1990 (c. 41), Schedule 16, paragraph 41, the Criminal Justice Act 1993 (c. 36), section 24, the Drug Trafficking Act 1994 (c. 37), Schedule 1, paragraph 6, the Criminal Justice (Scotland) Act 1995 (c. 20), Schedule 6, paragraph 183 and the Criminal Procedure (Consequential Provisions) (Scotland) Act 1995 (c. 40), Schedule 4, paragraph 42.

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<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(17)</i> £
<b>26.</b> Lodging of a certified copy record under the standard procedure of the Ordinary Cause Rules 1993 <b>(23)</b>	95	90
<b>27.</b> Lodging of a certified closed record under the additional procedure of the said Rules	95	90
<b>28.</b> Fixing of a proof, a debate or a hearing in a summary or miscellaneous application on the merits of the cause	40	40
<b>29.</b> For each day or part thereof of proof, debate or hearing in a summary or miscellaneous application on the merits of the cause (not payable if the proof, debate or hearing does not proceed on that day)	95	90
<b>30.</b> Endorsing of a minute in Form F27 in terms of rule 33.29(1)(b) of the said Rules	55	55
<i>Payable by any party(including pursuer)</i>		
<b>31.</b> Lodging of a written motion or minute; and the lodging of any written opposition to any such motion or minute	40	35
<b>32.</b> Marking an appeal to the Sheriff Principal in any proceedings (other than as provided for in paragraph 18(d) of this Table)	95	90
<i>Sheriff court books</i>	20	20
<b>33.</b> Recording protest of a bill or promissory note (NOTE:		

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(23) See Schedule 1 to the Sheriff Courts (Scotland) Act 1907 (c. 51).

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(17) £</i>
Extract to be charged as in paragraph 38 of this Table.)		
<b>34.</b> Preservation of deeds, 10 each deed (NOTE: Recording and extracting to be charged as in paragraph 38 of this Table)		10
<i>Miscellaneous office procedures</i>	60	55
<b>35.</b> Lodging each set of plans or other Parliamentary deposit		
<b>36.</b> Inspection of report of 15 sale and the auditor of court's report		10
<b>37.</b> Search and report service as instructed by a trade protection society, licensed credit reference agency or trade publication of protests, of relevant court records as allowed by appropriate said Rules as amended, with the fees below payable in advance—		
(a) (a) weekly for 280 twelve months		275
(b) (b) twice weekly 560 for twelve months		545
(c) (c) four times 1,125 weekly for twelve months		1,095
<b>38.</b> Recording, engrossing, extracting or copying of all documents except as provided for at paragraph 4 of this Table (if a search is required an additional fee will be charged as per paragraph 39 of this Table)		
(a) (a) by photocopying—		
(i) Up to 10 pages	5	5

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(17) £</i>
(ii) Each page or part thereof (in excess of 10 pages)	50.50	50.50
(b) (b) for a copy 5 of a document on a computer disc or in other electronic form		5
NOTE: Recording in Sheriff Court Register of Deeds to be charged as in paragraph 38(a)		
39. Searches: for each search of records or archives, except as provided for at paragraph 4 of this Table—		
(a) (a) up to 30 15 minutes		15
(b) (b) for more than 35 30 minutes up to 2 hours		35
(c) (c) for each 10 additional 30 minutes (in excess of 2 hours)		10
(d) (d) In addition, 10 correspondence fee where applicable		10
PART III – AUDITOR OF COURT		
40. For taxing accounts of expenses incurred in judicial proceedings remitted to the auditor of court for taxation—		
(1) auditor's fee on lodging 35 account for taxation		34
(2) auditor's fee for taxing accounts of expenses etc.—		
(a) (a) up to £400 19		18
(b) (b) for every 5 additional £100 or part thereof		5

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(17) £</i>
NOTE: Fee to be determined by auditor of court on amount of account as submitted.		
(3) fee for cancellation of diet of taxation—		
(a) (a) where written notice of cancellation received by receiving party within three working days of diet	50% of fee that would have been payable under sub-paragraph (2) of this paragraph	50% of fee that would have been payable under sub-paragraph (2) of this paragraph
(b) (b) where written notice of cancellation received by receiving party on the working day before or the day of the diet	75% of fee that would have been payable under sub-paragraph (2) of this paragraph	75% of fee that would have been payable under sub-paragraph (2) of this paragraph

## SCHEDULE 3

Article 2(3)(c), as read with article 1

## TABLE OF FEES

**Fees payable from 1st April 2010**

<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
<b>PART I – COMMISSARY PROCEEDINGS</b>		
<b>1. Petition for—</b>	<b>15</b>	<b>15</b>
(a) appointment of executor,		
(b) restriction of caution,		
(c) special warrant,		
(d) sealing up of repositories or the like, or		

(17) Column 3 shows the fees which were payable in Schedule 1 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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Column 1 (Matters)	Column 2 (Fee Payable) £	Column 3 (Fee Formerly Payable)(24) £
(e) appointment of Commissary factor		
2. Sealing up repositories or the like, per hour	25	25
(a) (a) Receiving and examining inventory of estate, except where sub paragraph (b) or (c) of this paragraph applies—		
(i) where the amount of the estate vested in or belonging beneficially to the deceased, of which confirmation is required, or for which resealing under the Colonial Probates Act 1892(25) is required does not exceed—		
£5,000	No fee	No fee
£50,000	200	195
(ii) where the amount of the said estate exceeds £50,000	200	195
(b) (b) Receiving and examining additional or corrective inventory of estate or inventory of estate <i>ad non executa</i>	200	195
(c) (c) Receiving and examining inventory of estate where it is declared that confirmation is not required:	The fees payable shall be 50% of those specified in sub paragraph (a) or (b) of this paragraph. If confirmation is subsequently required the remaining 50% of the fees specified in sub paragraph (a) or (b) shall be payable	The fees payable shall be 50% of those specified in sub paragraph (a) or (b) of this paragraph. If confirmation is subsequently required the remaining 50% of the fees specified in sub paragraph (a) or (b) shall be payable

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(25) 1892 c. 6.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
<b>4. Commissary copying and extracting</b>		
(1) Issuing certificate of confirmation		
(a) (a) if ordered when lodging inventory each certificate	5	5
(b) (b) If ordered subsequent to lodging inventory–		
(i) first certificate including search fee	15	15
(ii) each subsequent certificate	5	5
(2) Copy or duplicate confirmation–		
(a) (a) if ordered when lodging inventory	10	10
(b) (b) if ordered subsequent to lodging inventory–		
(i) first duplicate including search fee	20	20
(ii) each subsequent duplicate if ordered at the same time as the first duplicate	10	10
(3) Certified extract confirmation and will (if any)–		
(a) (a) if ordered when lodging inventory	20	20
(b) (b) if ordered subsequent to lodging inventory–		
(i) first certified extract including search fee	30	30

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.



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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
(ii) each subsequent certified extract if ordered at the time of the first certified extract	20	20
(4) Copy will–		
(a) (a) if ordered when lodging inventory	5	5
(b) (b) if ordered subsequent to lodging inventory–		
(i) first copy including search fee	15	15
(ii) each subsequent copy, if ordered at the same time as the first copy	5	5
<b>PART II – SHERIFF COURT PROCEEDINGS</b>		
<i>Initial Writ</i>	80	80
5. Initial writ in any proceedings not being proceedings for which any other paragraph of this Table prescribes a fee		
<i>Divorce and dissolution of civil partners</i>	125	120
6. Initial writ in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of a civil partnership application)		
<i>Application for Simplified Divorce and simplified dissolution of civil partnership</i>	95	90
7. Any application (inclusive of all procedures other than those specified at paragraphs 8 and 9)		

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
<b>8.</b> Citation of, or intimation to, any person or persons by sheriff officer	10plus sheriff officer's fee	10plus sheriff officer's fee
<b>9.</b> Subsequent application upon change of circumstances by party	25	25
<i>Summary warrant</i>	60	60
<b>10.</b> Application for summary warrant		
<i>Bankruptcy</i>	95	95
<b>11.</b> Petition for sequestration of estates		
<b>12.</b> Petition for discharge of a bankrupt or application for approval of composition or deed of arrangement	30	30
<b>13.</b> Miscellaneous applications including appeals under the Bankruptcy (Scotland) Act 1985(26)	50	45
<b>14.</b> Act and warrant of trustee	40	40
<b>15.</b> Application (written or oral) for discharge of trustee	30	30
<i>Declarator and Petitions for completion of title for the Sheriff of Chancery</i>	190	185
<b>16.</b> Applications for Declarator and Petitions for completion of title to the Sheriff of Chancery		
<b>17.</b> Issue of chancery extract	90	90
<i>Summary cause</i>		
<b>18.</b> Summons summary cause (including small claim)–		

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(26) 1985 c. 66, as amended by the Bankruptcy and Diligence etc. (Scotland) Act 2007 (asp 3).

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
(a) (a) actions for 15 payment of money less than £200		15
(b) (b) other actions 65		65
(c) (c) in relation 10 plus sheriff officer's fee to a small claim summons, citation of, or intimation to, any party by sheriff officer		10 plus sheriff officer's fee
(d) (d) on the marking 50 of an appeal		45
<i>Criminal procedure</i> 30		30
<b>19. Complaint</b>		
<i>Road Traffic Offenders Act</i> 75 1988(27)		75
<b>20. Petition for removal of disqualification</b>		
<i>Miscellaneous</i> 15		15
<b>21. Application under section 4 of the Requirements of Writing (Scotland) Act 1995 (28)</b>		
<b>22. Caveat</b> 30		30
<b>23. Any proceedings under 20 section 12 or 18 of the Civil Jurisdiction and Judgments Act 1982(29)</b>		20
<b>24. Note in a liquidation or 30 judicial factory</b>		30
<i>Defender's responses</i>		
<b>25. First writ, reponing note or attendance to state a defence,</b>		

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(27) 1988 c. 53.

(28) 1995 c. 7.

(29) 1982 c. 27; section 12 was amended by the Civil Jurisdiction and Judgments Act 1991 (c. 12), Schedule 2, paragraph 7 and section 18 was amended by the Insolvency Act 1985 (c. 65), Schedule 8, paragraph 36, the Insolvency Act 1986 (c. 45), Schedule 14, the Courts and Legal Services Act 1990 (c. 41), Schedule 16, paragraph 41, the Criminal Justice Act 1993 (c. 36), section 24, the Drug Trafficking Act 1994 (c. 37), Schedule 1, paragraph 6, the Criminal Justice (Scotland) Act 1995 (c. 20), Schedule 6, paragraph 183 and the Criminal Procedure (Consequential Provisions) (Scotland) Act 1995 (c. 40), Schedule 4, paragraph 42.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
or oppose an interim order (fee payable by each defender or compeerer)		
(a) (a) in proceedings to which paragraph 5 of this Table applies	75	75
(b) (b) in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of civil partnership)	125	120
<b>Civil court procedure</b>		
<i>Payable by pursuer</i>		
26. Lodging of a certified copy record under the standard procedure of the Ordinary Cause Rules 1993(30)	95	95
27. Lodging of a certified closed record under the additional procedure of the said Rules	95	95
28. Fixing of a proof, a debate or a hearing in a summary or miscellaneous application on the merits of the cause	45	40
29. For each day or part thereof of proof, debate or hearing in a summary or miscellaneous application on the merits of the cause (not payable if the proof, debate or hearing does not proceed on that day)	95	95
30. Endorsing of a minute in Form F27 in terms of rule 33.29(1)(b) of the said Rules	55	55

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

(30) See Schedule 1 to the Sheriff Courts (Scotland) Act 1907 (c. 51).

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
<i>Payable by any party(including pursuer)</i>		
<b>31.</b> Lodging of a written motion or minute; and the lodging of any written opposition to any such motion or minute	40	40
<b>32.</b> Marking an appeal to the Sheriff Principal in any proceedings (other than as provided for in paragraph 18(d) of this Table)	95	95
<i>Sheriff court books</i>	20	20
<b>33.</b> Recording protest of a bill or promissory note (NOTE: Extract to be charged as in paragraph 37 of this Table.)		
<b>34.</b> Preservation of deeds, each deed (NOTE: Recording and extracting to be charged as in paragraph 38 of this Table)	10	10
<i>Miscellaneous office procedures</i>	60	60
<b>35.</b> Lodging each set of plans or other Parliamentary deposit		
<b>36.</b> Inspection of report of sale and the auditor of court's report	15	15
<b>37.</b> Search and report service as instructed by a trade protection society, licensed credit reference agency or trade publication of protests, of relevant court records as allowed by appropriate said Rules as amended, with the fees below payable in advance—		
(a) (a) weekly for twelve months	290	280

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable) £</i>	<i>Column 3 (Fee Formerly Payable)(24) £</i>
(b) (b) twice weekly for twelve months	575	560
(c) (c) four times weekly for twelve months	1,160	1,125
<p><b>38.</b> Recording, engrossing, extracting or copying of all documents except as provided for at paragraph 4 of this Table (if a search is required an additional fee will be charged as per paragraph 39 of this Table)</p>		
(a) (a) by photocopying—		
(i) Up to 10 pages	5	5
(ii) Each page or part thereof (in excess of 10 pages)	0.50	0.50
(b) (b) for a copy of a document on a computer disc or in other electronic form	5	5
<p>NOTE: Recording in Sheriff Court Register of Deeds to be charged as in paragraph 38(a)</p>		
<p><b>39.</b> Searches: for each search of records or archives, except as provided for at paragraph 4 of this Table—</p>		
(a) (a) up to 30 minutes	15	15
(b) (b) for more than 30 minutes up to 2 hours	40	35
(c) (c) for each additional 30 minutes (in excess of 2 hours)	10	10
(d) (d) In addition, correspondence fee where applicable	10	10

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee Payable)</i> £	<i>Column 3</i> <i>(Fee Formerly Payable)(24)</i> £
<b>PART III – AUDITOR OF COURT</b>		
<b>40.</b> For taxing accounts of expenses incurred in judicial proceedings remitted to the auditor of court for taxation—		
(1) auditor’s fee on lodging account for taxation	36	35
(2) auditor’s fee for taxing accounts of expenses etc.—		
(a) (a) up to £400	19	19
(b) (b) for every 5 additional £100 or part thereof	5	5
NOTE: Fee to be determined by auditor of court on amount of account as submitted.		
(3) fee for cancellation of diet of taxation—		
(a) (a) where written notice of cancellation received by receiving party within three working days of diet	50% of fee that would have been payable under sub-paragraph (2) of this paragraph	50% of fee that would have been payable under sub-paragraph (2) of this paragraph
(b) (b) where written notice of cancellation received by receiving party on the working day before or the day of the diet	75% of fee that would have been payable under sub-paragraph (2) of this paragraph	75% of fee that would have been payable under sub-paragraph (2) of this paragraph

### EXPLANATORY NOTE

*(This note is not part of the Order)*

This Order amends the Sheriff Court Fees Order 1997.

(24) Column 3 shows the fees which were payable in Schedule 2 to this Order immediately before the coming into force of this Schedule. Where there is no entry in column 3 but an entry in column 2, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.

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The Order amends article 7 of that Order (exemption of certain persons from fees) so as to ensure that the exemptions do not apply to (1) Commissary proceedings or (2) to a petition for removal of disqualification under the Road Traffic Offenders Act 1988 in the sheriff court. This is reinstated from the Sheriff Court Fees Amendment Order 2002 ([S.S.I. 2002/269](#)).

The Order also specifies new fee levels for proceedings in the sheriff court. Fee levels were last amended on 16th July 2007 by the Sheriff Court Fees Amendment Order 2007 ([S.S.I. 2007/318](#)). The fees in the Table of Fees in Schedule 1 to this Order are payable from 1st August 2008 and reflect an average increase of 31%. There is no increase in Auditor of Court fees in 2008.

The fees in the Table of Fees in Schedule 2 to this Order are payable from 1st April 2009 and reflect an average increase of 3%. The fees in the Table of Fees in Schedule 3 to this Order are payable from 1st April 2010 and reflect an average increase of 3%.