

SCHEDULE 1

Article 6(a)

TABLE OF FEES

Fees payable from 10th December 2012

<i>Column 1</i> <i>(Matters)</i>	<i>Column 2</i> <i>(Fee payable)</i> £	<i>Column 3</i> <i>(Fee formerly payable(1))</i> £
PART I – FEES IN THE CENTRAL OFFICE OF THE COURT		
A. SIGNETING		
Signeting of any writ or summons if attendance is necessary outwith normal office hours	111	105
B. GENERAL DEPARTMENT		
1. Appeal, application for leave to appeal, summons or other writ or step by which any cause or proceeding, other than a family action, is originated in either the Inner or Outer House (to include signeting in normal office hours)	191	180
2. Defences, answers or other writ (including a joint minute) or step in process or enrolment or opposition to a motion in a pending process by which a party other than an originating party first makes an appearance in a course or proceeding, other than a family action	191	180
3. Writ by which a family action is originated (other than a simplified divorce or dissolution of a civil partnership application) – inclusive fee (to include signeting within normal office hours and, if applicable, issue to the pursuer of an extract in terms of item G5(a) of this Table and to the defender, if appropriate, of a duplicate extract)	148	140
4. Simplified divorce or dissolution of a civil partnership application (inclusive of all procedure other than that specified in item B5 of this Table)	111	105
5. In relation to a simplified divorce or dissolution of a civil partnership application, citation of any persons under rule 16.1(1)(a)(i), (ii) or (iii), as applied by rule 49.76, of the Rules	Messenger at arms fee to serve document plus £11	Messenger at arms fee to serve document plus £10

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of Court, or intimation to any person or persons under rule 16.1(1)(a)(i), (ii) or (iii), as applied by rule 49.76, of those Rules, where such intimation is required		
6. Defences, answers or other writ (including a joint minute) or step in process or enrolment of or opposition to a motion in a pending process by which a party other than an originating party first makes appearance in a family action	148	140
7. Initial lodging of affidavits in a family action where proof by affidavit evidence has been allowed	64	60
8. Special case— for each party maximum fee payable per case	95 387	90 365
9. Application by minute or motion for variation of an order in a family action	32	30
10. Answers or opposition to an application under item B9 of this Table	32	30
11. Letter of request to a foreign court	48	45
12. Citation of each jury, to include outlays incurred in citing and countermanding - payable on receipt of instruments for issue of precept	265	250
13. Reclaiming motion - payable by party enrolling motion	191	180
14. Closed record – payable by each party on the lodging of the closed record or, where no closed record is lodged, when mode of enquiry is determined	95	90
15. Allowing proof, etc. - payable by each party on diet of proof, jury trial, procedure roll or summar roll hearing being allowed	53	50
16. Court hearing (other than motion roll or single bill) (in normal hours) before a single	85	45(2)

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- (2) The fee formerly payable relates to matters B17. (Proof or Procedure Roll), B18. (Summar roll), B19. (Jury Trial) and B20. (Outer House Hearing) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.

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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(1))</i> £
judge – payable by each party for every 30 minutes or part thereof		
17. Court hearing (in normal hours) before 3 or more judges – payable by each party for every 30 minutes or part thereof	212	100(3)
18. Court hearing (other than motion roll or single bill) (out of hours) before a single judge – payable by each party for every 30 minutes or part thereof	102	55(4)
19. Court hearing (out of hours) before three or more judges – payable by each party for every 30 minutes or part thereof	254	125(5)
20. Cancellation of court hearing before three or more judges, by a party or parties, within 28 days of court hearing date – fee payable is shared equally between parties	50% of fee that would have been payable under this Table had the court hearing taken place as planned	n/a
21. Fee payable by any party enrolling a motion or making a motion orally at the bar and any party opposing any such motion	48	45
C. PETITION DEPARTMENT		
1. Petition of whatever nature presented to the Inner or Outer House other than a petition under item C3 or C4 of this Table, whether in respect of the first or any subsequent step of process, and any application for registration or recognition of a judgment under the Civil Jurisdiction and Judgments Act 1982(6)	191	180
2. Additional fee payable when a petition in terms of item C1 of this Table is presented outwith normal office hours	111	105
3. Petition to be admitted as a notary public—		

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- (3) The fee formerly payable relates to matter B21. (Inner House hearing) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.
- (4) The fee formerly payable relates to matter B24. (Outer House hearings out of hours) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.
- (5) The fee formerly payable relates to matter B25. (Inner House hearings out of hours) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.
- (6) [1982 c.27](#).

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for each applicant	143	135
4. Petition to be admitted as a solicitor— for each applicant	143	135
5. Answers, objection or other writ (including a joint minute) or step in process or enrolment or opposition to a motion in a pending process by which a party other than an originating party first makes appearance in a proceeding to which item C1 of this Table applies	191	180
6. Caveat	45	45
7. Fiat	48	45
8. Registering official copies of orders of courts in England and Wales or Northern Ireland	16	15
9. Reclaiming motion – payable by party enrolling motion	191	180
10. Closed record – payable by each party on the lodging of the closed record or, when no closed record is lodged, when mode of enquiry is determined	95	90
11. Allowing proof, etc. – payable by each party on diet of proof, procedure roll, summar roll or judicial review hearing being allowed	53	50
12. Court hearing (other than a motion roll or single bill) (in normal hours) before a single judge – payable by each party for every 30 minutes or part thereof	85	45(7)
13. Court hearing (in normal hours) before 3 or more judges – payable by each party for every 30 minutes or part thereof	212	100(8)
14. Court hearing (other than a motion roll or single bill) (out of hours) before a single judge –	102	55(9)

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- (7) The fee formerly payable relates to matters C15. (Proof or Procedure Roll), C16. (Summar roll), C17. (Jury Trial) and C18. (Outer House Hearing) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.
- (8) The fee formerly payable relates to matter C19. (Inner House hearing) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.
- (9) The fee formerly payable relates to matter C22. (Outer House hearings out of hours) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.

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payable by each party for every 30 minutes or part thereof		
15. Court hearing (out of hours) before 3 or more judges – fee payable by each party for every 30 minutes or part thereof	254	125 (10)
16. Cancellation of court hearing before 3 or more judges, by a party or parties, within 28 days of court hearing date – fee payable is shared equally between parties	50% of fee that would have been payable under this Table had the court hearing taken place as planned	n/a
17. Fee payable by any party enrolling a motion or making a motion orally at the bar and any party opposing any such motion	48	45
18. Lodging of notice of appointment or intention to appoint an administrator out of court under the Insolvency Act 1986 (11)	191	180
D. COURT FOR HEARING APPEALS RELATING TO THE REGISTRATION OF ELECTORS		
Appeal – inclusive fee	191	180
E. ELECTION COURT		
1. Parliamentary election petition	191	180
2. Statement of matters	16	15
3. Any other petition, application, answers or objections submitted to the court	48	45
4. Certificate of judgement	48	45
F. LANDS VALUATION APPEAL COURT		
1. Appeal - inclusive fee	191	180
2. Answers - inclusive fee	191	180
G. EXTRACTS DEPARTMENT		

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- (10) The fee formerly payable relates to matter C23. (Inner House hearings out of hours) in Schedule 1 to [S.I. 1997/688](#) immediately before the coming into force of this Schedule.
- (11) [1986 c.45](#).

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1. Extract decree following upon a summons, petition or appeal, or after protestation of a note, whether in absence or otherwise	53	50
2. Extract of admission as a solicitor	48	45
3. Extract of protestation	48	45
4. Certificate under the Civil Jurisdiction and Judgments Act 1982	48	45
5. Documentation evidencing divorce, nullity or dissolution of marriage or civil partnership—		
(a) extract from Consistorial Register of Decrees of decree pronounced on or after 23rd September 1975 if not issued in terms of item B3 or B4 of this Table	27	25
(b) certificate of divorce in decree pronounced prior to 23rd September 1975	27	25
(c) certified copy interlocutor in decree pronounced prior to 23rd September 1975	27	25
6. Extract from the Register of Acts and Decrees – per sheet or part thereof	27	25
7. Sealing and certifying any document for exhibition in a foreign jurisdiction or otherwise	27	25
8. Acknowledgement of receipt of a notice under section 19(6) or 21(2) of the Conveyancing and Feudal Reform (Scotland) Act 1970(12)	48	45
PART II – FEES IN THE OFFICE OF THE ACCOUNTANT OF COURT		
H. OFFICE OF THE ACCOUNTANT OF COURT		
<i>I. In Factories</i>		
1. Registering case and receiving and delivering up bond of caution	20	2035(13)

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(12) [1970 c.35](#).

(13) The previous fee for registering a case and delivering up a bond of caution was £20 in relation to Sheriff Court appointments and £35 in relation to Court of Session appointments. The new fee of £20 is now to be charged in relation to appointment in either court.

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2. Examining factor's inventory – 0.333% of the value of the estate as disclosed		
(a) minimum fee payable	26	25
(b) maximum fee payable	641	610
3. Auditing each account, based on estate value		15 plus 17.5% of factor's commission
(a) £0 - £30,000	100	
(b) £30,001 - £50,000	200	
(c) £50,001 - £250,000	500	
(d) £250,001 - £500,000	750	
(e) £500,001 and over	1,000	
4. Reporting with regard to discharge, special powers, other special matters, surplus estate or scheme of division	50	110
5. Certificate under seal	15	25
<i>II. In Consignations</i>		
6. Lodging consignment	30	20
7. Producing or delivering up consignment, based on consignment value—		
(a) consignment value £0 - £50 and less than 7 years since lodged	No charge	20
(b) consignment value over £51 and less than 7 years since lodged	30	20
(c) consignment value £0 - £70 and over 7 years since lodge	No Charge	20
Consignment value over £71 and over 7 years since lodged	50	20
PART III – FEES IN THE OFFICE OF THE AUDITOR OF THE COURT OF SESSION		
I. OFFICE OF THE AUDITOR OF THE COURT OF SESSION		
1. Taxing accounts of expenses incurred in judicial proceedings (including proceedings in		

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the High Court of Justiciary) remitted to the Auditor of the Court of Session for taxation—		
(a) Lodging account for taxation	37	35
(b) Taxing accounts for expenses etc.		
(i) up to £400	20	20
(ii) for every additional £100 or part thereof	5	5
<i>Note:</i> fee to be determined by the Auditor of the Court of Session on amount of account as submitted		
2. Assessing account remitted to the Auditor to determine whether an additional fee should be paid	254	240
3. Cancellation of diet of taxation—		
(a) where written notice of cancellation received by receiving party after 4.00 pm on the fourth working day prior to the diet of taxation	50% of fee that would have been payable under item I1(b) of this Table	50% of fee that would have been payable under item I1(b) of this Table
(b) where written notice of cancellation received by receiving party after 4.00 pm on the working day before or the day of the diet of taxation	75% of fee that would have been payable under item I1(b) of this Table	75% of fee that would have been payable under item I1(b) of this Table
PART IV – FEES COMMON TO ALL OFFICES		
J. MISCELLANEOUS		
1. Certified copy of proceedings for appeal to the Supreme Court	191	180
2. Certifying of any other document (plus copying charges if necessary)	16	15
3. Recording, extracting, engrossing or copying—all documents (exclusive of search fee)—		
(a) copying of each document, up to 10 pages	5	5
(b) copying of each further page or part thereof	0.50	0.50

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(c) copying of each document in electronic form	5	5
4. Any search of records or archives—		
(a) up to 30 minutes	16	15
(b) more than 30 minutes up to 2 hours	37	35
(c) each additional 30 minutes in excess of 2 hours	11	10
(d) in addition, correspondence fee where applicable	11	10
5. Captions—		
(a) marking caption when ordered	11	10
(b) warrant for caption when issued	11	10
6. Change of party name where more than 10 cases are registered – per case	2	n/a

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