

SCHEDULE

The Upper Tribunal for Scotland Social Security Rules of Procedure 2018

PART 4

General Powers and Provisions

Sending and delivery of documents

16.—(1) Any document to be provided to the Upper Tribunal under these Rules, a practice direction or an order must be—

- (a) sent by pre-paid post or by document exchange, or delivered to, the address of the Upper Tribunal; or
- (b) sent or delivered by such other method as the Upper Tribunal may permit or direct.

(2) Subject to paragraph (3), if a party provides a fax number, email address or other details for the electronic transmission of documents to them, that party must accept delivery of documents by that method.

(3) If a party informs the Upper Tribunal and all other parties that a particular form of communication, other than post, should not be used to provide documents to that party, that form of communication must not be so used.

(4) If the Upper Tribunal or a party sends a document to a party or the Upper Tribunal by email or any other electronic means of communication, the recipient may request that the sender provides a hard copy of the document to the recipient, and the recipient must make any such a request as soon as reasonably practicable after receiving the document electronically.

(5) The Upper Tribunal and each party may assume that the address provided by a party or its representative is and remains the address to which documents should be sent or delivered until receiving written notification to the contrary.