
STATUTORY INSTRUMENTS

1991 No. 1397

Act of Sederunt (Messengers-at-Arms and Sheriff Officers Rules) 1991

PART VII

REGISTERS OF OFFICERS OF COURT

Keeping of registers

17. There shall be kept—

- (i) by the regional sheriff clerk in respect of every sheriff officer who holds a commission in the sheriffdom; and
- (ii) by the Lyon Clerk in respect of every messenger-at-arms,

a record book in which there shall be registered in respect of each officer of court—

- (a) the address of his principal, and any other, place of business or employment, his private address and any change of such address;
- (b) every commission held by him as an officer of court;
- (c) any extra-official activities carried on by him for remuneration, and any authorisation by a sheriff principal in respect of any such activity;
- (d) any interest disclosed by him under rule 16(2) or (3) above;
- (e) any suspension or deprivation of office and any recall of suspension or deprivation of office;
- (f) the date on which he ceased to practise where notice to that effect has been given;
- (g) the dates of his accounting year; and
- (h) the renewal date in each year of the Policy currently in force in respect of each commission held by him as an officer of court.

Intimation of information by officers of court for registers

18.—(1) An officer of court shall intimate any change of his employment, business or private address within 21 days of such change—

- (a) to the regional sheriff clerk of each sheriffdom in which he holds a commission as a sheriff officer; and
- (b) in the case of a messenger-at-arms, to the Lyon Clerk.

(2) An officer of court who engages in extra-official activities (whether an activity under rule 15(1) above or otherwise) shall intimate such activities and any authorisation and interests disclosed by him under rule 16(2) or (3) above—

- (a) to the regional sheriff clerk of each sheriffdom in which he holds a commission as a sheriff officer; and

- (b) in the case of a messenger-at-arms, to the Lyon Clerk.
- (3) An officer of court who intends to cease to practise as a sheriff officer shall, before the date on which he ceases to practise, give notice of the date on which he will cease to practise—
 - (a) in the case of a sheriff officer, to the sheriff principal of each sheriffdom in which he holds a commission as a sheriff officer; and
 - (b) in the case of a messenger-at-arms, to the Lyon Clerk.
- (4) An officer of court shall give notice of the dates of his accounting year and of the renewal date in each year of the Policy currently in force in respect of each commission held by him as an officer of court—
 - (a) in the case of a sheriff officer, to the regional sheriff clerk of each sheriffdom in which he holds a commission as a sheriff officer; and
 - (b) in the case of a messenger-at-arms, to the Lyon Clerk.