SCHEDULE 1

Paragraph 2(14)

PART 1

FORM G13Form of citation of witness or haver

Rule 28.4(4) and 29.7(4)

(date)

CITATION

SHERIFFDOM OF (insert name of sheriffdom)

AT (insert place of sheriff court)

To [A.B.] (design)

(Name) who is pursuing/defending a case against (name) [or is a (specify) in the case of (name) against (name)] has asked you to be a witness. You must attend the above sheriff court on (insert date) at (insert time) for that purpose, [and bring with you (specify documents)].

- If you would like to know more about being a witness
- are a child under the age of 16
- think you may be a vulnerable witness within the meaning of section 11(1) of the Vulnerable Witnesses (Scotland) Act 2004 (that is someone the court considers may be less able to give their evidence due to mental disorder or fear or distress connected to giving your evidence at the court hearing)

you should contact (specify the solicitor acting for the party or the party litigant citing the witness) for further information.

If you are a vulnerable witness (including a child under the age of 16), then you should be able to use a special measure (such measures include use of a screen, a live TV link or a supporter, or a commissioner) to help you give evidence.

Expenses

You may claim back money which you have to spend and any earnings you have lost within certain specified limits, because you have to come to court on the above date. These may be paid to you if you claim within specified time limits. Claims should be made to the person who has asked you to attend court. Proof of any loss of earnings should be given to that person.

If you wish your travelling expenses to be paid before you go to court, you should apply for payment to the person who has asked you to attend court.

Failure to attend

It is very important that you attend court and you should note that failure to do so may result in a warrant being granted for your arrest. In addition, if you fail to attend without any good reason, having requested and been paid your travelling expenses, you may be ordered to pay a penalty not exceeding £250.

If you have any questions about anything in this citation, please contact (specify the solicitor acting for the party or the party litigant citing the witness) for further information.

Signed

[P.Q.], Sheriff Officer,

or [X.Y.], (add designation and business address)

Solicitor for the pursuer [or defender][or (specify

PART 2

FORM G19Form of child witness notice

Rule 45.2

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 12

	Received the	day of 20
		(Date of receipt of this notice)
		(signed)
		Sheriff Clerk
	CHILD WITNESS NOTICE	
Sheriff Court		20
		Court Ref. No.

- 1. The applicant is the pursuer [or defender] in the action by [A.B] (design) against [C.D.] (design).
 - 2. The applicant has cited [or intends to cite] [E.F.] (date of birth) as a witness.
- 3. [E.F.] is a child witness under section 11 of the Vulnerable Witnesses (Scotland) Act 2004 [and was under the age of sixteen on the date of the commencement of proceedings].
- **4.** The applicant considers that the following special measure[s] is [are] the most appropriate for the purpose of taking the evidence of [E.F.] [or that [E.F.] should give evidence without the benefit of any special measure]:-

(delete as appropriate and specify any special measure(s) sought).

5. [(a) The reason[s] this [these] special measure[s] is [are] considered the most appropriate is [are] as follows:-

(here specify the reason(s) for the special measures(s) sought)].

OR

[(b) The reason[s] it is considered that [E.F.] should give evidence without the benefit of any special measure is [are]-

(here explain why it is felt that no special measures are required).

6. [E.F.] and the parent [s] of [or [person[s] with parental responsibility for] [E.F.] has [have] expressed the following view[s] on the special measure[s] that is [are] considered most appropriate [or [the appropriateness of [E.F.] giving evidence without the benefit of any special measure]:—

(delete as appropriate and set out the view(s) expressed and how they were obtained).

7. Other information considered relevant to this application is as follows:-

(here set out any other information relevant to the child witness notice).

- 8. The applicant asks the court to-
 - (a) consider this child witness notice.
 - (b) make an order authorising the special measure[s] sought; m
 - (c) make an order authorising the giving of evidence by [E.F.] without the benefit of special measures.

(delete as appropriate)

(Signed)

[A B or C.D.]

 $[\mathit{or}\ \mathsf{Legal}\ \mathsf{representative}\ \mathsf{of}\ \mathsf{A}\ \mathsf{B}\ |\mathit{or}\ \mathsf{C}\ \mathsf{D},]]$ (include full designation)

NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.

FORM G20Form of vulnerable witness application

Rule 45.3

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 12

Received theday of	of20
(Date	of receipt of this notice)
	(signed)
	Sheriff Clerk
VULNERABLE WITNESS APPLICATION	
Sheriff Court	20
	Court Ref. No.

- 1. The applicant is the pursuer [or defender] in the action by [A.B] (design) against [C.D.] (design).
 - 2. The applicant has cited [or intends to cite] [E.F.] (date of birth) as a witness.
- 3. The applicant considers that [E.F.] is a vulnerable witness under section 11(1)(b) of the Vulnerable Witnesses (Scotland) Act 2004 for the following reasons:-

(here specify reasons witness is considered to be a vulnerable witness).

4. The applicant considers that the following special measure[s] is [are] the most appropriate for the purpose of taking the evidence of [E.F.]:-

(specify any special measure(s) sought).

5. The reason[s] this [these] special measure[s] is [are] considered the most appropriate is [are] as follows:-

(here specify the reason(s) for the special measures(s) sought).

6. [E.F.] has expressed the following view[s] on the special measure[s] that is [are] considered most appropriate:-

(set out the views expressed and how they were obtained).

- 7. Other information considered relevant to this application is as follows:-
 - (here set out any other information relevant to the vulnerable witness application).
- 8. The applicant asks the court to-
 - (a) consider this vulnerable witness application;

(b) make an order authorising the s	pecial measure s sought
	(Signed)
	[A.B. or C.D.]
	[or Legal representative of A B. [or C.D.]] tinchide full designation)
	NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.
FORM G21Form of certificate of intir	nation Rule 45.4(1)
VIII.NERABLE WIT	NESSES (SCOTLAND) ACT 2004 Section 12
	TIFICATE OF INTIMATION
Sheriff Court	20
	Court Ref. No.
(insert name of witness) was mad	witness notice [or vulnerable witness application] relating to e to (insert names of parties or solicitors for parties, as timation; where intimation is by facsimile transmission, insert on (insert date of intimation).
Date:	
(Signed)	
Solicitor [or Sheriff	Officer]
(include full busines	ss designation)

FORM G22Form of application for review

Rule 45.6

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 13

	Received the	day of	20
		(date of receip	ot of this notice)
			(signed)
			Sheriff Clerk
APPLICATION FOR REVIEW O	F ARRANGEMENTS FO	OR VULNERABLE	WITNESS
Sheriff Court			20
			Court Ref. No.

- 1. The applicant is the pursuer [or defender] in the action by [A.B.] (design) against [C.D.] (design).
 - A proof [or hearing] is fixed for (date) at (time).
- **3.** [E.F.] is a witness who is to give evidence at, or for the purposes of, the proof [or hearing]. [E.F.] is a child witness [or vulnerable witness] under section 11 of the Vulnerable Witnesses (Scotland) Act 2004.
- 4. The current arrangements for taking the evidence of [E.F.] are (here specify current arrangements).
 - 5. The current arrangements should be reviewed as (here specify reasons for review).
- 6. [E.F.] [and the parent[s] of [or person[s] with parental responsibility for] [E.F.]] has [have] expressed the following view[s] on [the special measure[s] that is [are] considered most appropriate] [or the appropriateness of [E.F.] giving evidence without the benefit of any special measure]:—

(delete as appropriate and set out the view(s) expressed and how they were obtained).

7. The applicant seeks (here specify the order sought).

(Signed)

[A.B. or C.D.]

[or Legal representative of A.B. [or C.D.]] (include full designation)

NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.

FORM G23Form of certificate of intimation

Rule 45.7(2)

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 13

, 021,21,	dibbb (feetbilib) itel 2001	Section 15
	CERTIFICATE OF INTIMATION	
Sheriff Court		20
	Cou	rt Ref. No.
(insert names of parties	of the review application relating to (insert nam or solicitors for parties, as appropriate) by (in- facsimile transmission, insert fax number to v	sert method of intimation;
Date:		
(Signed	ħ	
Solicito	or [or Sheriff Officer]	
(include	e full business designation)	
	SCHEDULE 2	Paragraph 4(7)

PART 1

FORM 26Form of citation of witness or haver

Rule 18.8(1)

(date)

CITATION

SHERIFFDOM OF (insert name of sheriffdom)

AT (insert place of sheriff court)

To [A.B.] (design)

(Name) who is pursuing/defending a case against (name) [or is a (specify) in the case of (name) against (name)] has asked you to be a witness. You must attend the above sheriff court on (insert date) at (insert time) for that purpose, [and bring with you (specify documents)].

If you

- would like to know more about being a witness
- are a child under the age of 16
- think you may be a vulnerable witness within the meaning of section 11(1) of the Vulnerable Witnesses (Scotland) Act 2004 (that is someone the court considers may be less able to give their evidence due to mental disorder or fear or distress connected to giving your evidence at the court hearing)

you should contact (specify the solicitor acting for the party or the party litigant citing the witness) for further information.

If you are a vulnerable witness (including a child under the age of 16) then you should be able to use a special measure (such measures include use of a screen, a live TV link or a supporter, or a commissioner) to help you give evidence.

Expenses

You may claim back money which you have to spend and any earnings you have lost within certain specified limits, because you have to come to court on the above date. These may be paid to you if you claim within specified time limits. Claims should be made to the person who has asked you to attend court. Proof of any loss of earnings should be given to that person.

If you wish your travelling expenses to be paid before you go to court, you should apply for payment to the person who has asked you to attend court.

Failure to attend

It is very important that you attend court and you should note that failure to do so may result in a warrant being granted for your arrest. In addition, if you fail to attend without any good reason, having requested and been paid your travelling expenses, you may be ordered to pay a penalty not exceeding £250.

If you have any questions about anything in this citation, please contact (specify the solicitor acting for the party or the party hitigant citing the vitness) for further information

Signed

[P.Q.], Sheriff Officer,

or [X.Y.], (add designation and business address)

Solicitor for the pursuer | or defender | or (specify) |

PART 2

FORM 26BForm of child witness notice

Rule 18A.2

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 12

	Received the day of 20
	(Date of receipt of this notice)
	(signed)
	Sheriff Clerk
CH	ILD WITNESS NOTICE
Sheriff Court	20
	Court Ref. No.

- The applicant is the pursuer [or defender] in the action by [A.B] (design) against [C.D.] (design).
- 2. The applicant has cited [or intends to cite] [E.F.] (date of birth) as a witness.
- 3. [E.F.] is a child witness under section 11 of the Vulnerable Witnesses (Scotland) Act 2004 [and was under the age of sixteen on the date of the commencement of proceedings].
- 4. The applicant considers that the following special measure[s] is [are] the most appropriate for the purpose of taking the evidence of [E.F.] [or that [E.F.] should give evidence without the benefit of any special measure]:-

(delete as appropriate and specify any special measure(s) sought).

5. [(a) The reason[s] this [these] special measure[s] is [are] considered the most appropriate is [are] as follows:-

(here specify the reason(s) for the special measures(s) sought)].

IX.

[(b) The reason[s] it is considered that [E.F.] should give evidence without the benefit of any special measure is [are]-

(here explain why it is felt that no special measures are required).

6. [E.F.] and the parent [s] of [or person[s] with parental responsibility for] [E.F.] has [have] expressed the following view[s] on the special measure[s] that is [are] considered most appropriate [or the appropriateness of [E.F.] giving evidence without the benefit of any special measure]:—

(delete as appropriate and set out the view(s) expressed and how they were obtained).

7. Other information considered relevant to this application is as follows:-

(here set out any other information relevant to the child witness notice).

8. The applicant asks the court to-

- (a) consider this child witness notice:
- (b) make an order authorising the special measure[s] sought; σr
- (c) make an order authorising the giving of evidence by [E.F.] without the benefit of special measures.

(delete as appropriate).

(Signed)

[A.B. or C.D.]

[or Representative of A.B. [or C.D.]] (include fall designation)

NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.

FORM 26CForm of vulnerable witness application

Rule 18A.3

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 12

Received theday	of20
(Dat	te of receipt of this notice)
	(signed)
	Sheriff Clerk
VULNERABLE WITNESS APPLICATION	
Sheriff Court	20
	Court Ref. No.

- The applicant is the pursuer [or defender] in the action by [A.B] (design) against [C.D.] (design).
- 2. The applicant has cited [or intends to cite] [E.F.] (date of birth) as a witness.
- 3. The applicant considers that [E.F.] is a vulnerable witness under section 11(1)(b) of the Vulnerable Witnesses (Scotland) Act 2004 for the following reasons:-

(here specify reasons witness is considered to be a vulnerable witness).

4. The applicant considers that the following special measure[s] is [are] the most appropriate for the purpose of taking the evidence of [E.F.]:-

(specify any special measure(s) sought).

5. The reason[s] this [these] special measure[s] is [are] considered the most appropriate is [are] as follows:-

(here specify the reason(s) for the special measures(s) sought).

6. [E.F.] has expressed the following view[s] on the special measure[s] that is [are] considered most appropriate:-

(set out the views expressed and how they were obtained).

- 7. Other information considered relevant to this application is as follows:-
 - (here set out any other information relevant to the vulnerable witness application).
- 8. The applicant asks the court to-
 - (a) consider this vulnerable witness application;

(b) make an order authorising the spe	ecial measure[s] sought.
	(Signed)
	[A.B. or C.D.]
	[or Representative of A.B. [or C.D.]] (include full designation)
	NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies
FORM 26DForm of certificate of intima	ation Rule 18A.4(2)
VULNERABLE WITNE	ESSES (SCOTLAND) ACT 2004 Section 12
CERTIF	FICATE OF INTIMATION
Sheriff Court	20
	Court Ref. No.
(insert name of witness) was made t	tness notice [or vulnerable witness application] relating to to (insert names of parties or solicitors for parties, as ation; where intimation is by facsimile transmission, insert a (insert date of intimation).
Date:	
(Signed)	
Solicitor [or Sheriff O	fficer]
(include full business o	*
FORM 26EForm of application for review	ew

Rule 18A.6(1)

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 13

	Received the	day of	20
		(date of receip	pt of this notice)
			(signed)
			Sheriff Clerk
APPLICATION FOR REVIEW OF AF	RRANGEMENTS FOR	VULNERABLE	E WITNESS
Sheriff Court			20
			Court Ref. No.

- 1. The applicant is the pursuer [or defender] in the action by [A.B.] (design) against [C.D.] (design).
 - 2. A proof [or hearing] is fixed for (date) at (time).
- **3.** [E.F.] is a witness who is to give evidence at, or for the purposes of, the proof [or hearing]. [E.F.] is a child witness [or vulnerable witness] under section 11 of the Vulnerable Witnesses (Scotland) Act 2004.
- 4. The current arrangements for taking the evidence of [E.F.] are (here specify current arrangements).
 - 5. The current arrangements should be reviewed as (here specify reasons for review).
- **6.** [E.F.] [and the parent[s] of [or person[s] with parental responsibility for] [E.F.]] has [have] expressed the following view[s] on [the special measure[s] that is [are] considered most appropriate] [or the appropriateness of [E.F.] giving evidence without the benefit of any special measure]:—

(delete as appropriate and set out the view(s) expressed and how they were obtained).

7. The applicant seeks (here specify the order sought).

(Signed)

[A.B. or C.D.]

[or Representative of A.B. [or C.D.]] (include full designation)

NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.

FORM 26FForm of certificate of intimation

Rule 18A.7(2)

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 13 CERTIFICATE OF INTIMATION

20
20
Court Ref. No.
o (insert name of witness) was made to priate) by (insert method of intimation; number to which intimation sent) on
)

SCHEDULE 3

Paragraph 5(6)

PART 1

FORM 16Form of citation of witness or haver

Rule 17.4(3)

(date)

CITATION

SHERIFFDOM OF (insert name of sheriffdom)

AT (insert place of sheriff court)

To [A.B.] (design)

(Name) who is pursuing/defending a case against (name) [or is a (specify) in the case of (name) against (name)] has asked you to be a witness. You must attend the above sheriff court on (insert date) at (insert time) for that purpose, [and bring with you (specify documents)].

If you

- · would like to know more about being a witness
- are a child under the age of 16
- think you may be a vulnerable witness within the meaning of section 11(1) of the Vulnerable Witnesses (Scotland) Act 2004 (that is someone the court considers may be less able to give their evidence due to mental disorder or fear or distress connected to giving your evidence at the court hearing)

you should contact (specify the solicitor acting for the party or the party litigant citing the witness) for further information.

If you are a vulnerable witness (including a child under the age of 16) then you should be able to use a special measure (such measures include use of a screen, a live TV link or a supporter, or a commissioner) to help you give evidence.

Expenses

You may claim back money which you have to spend and any earnings you have lost within certain specified limits, because you have to come to court on the above date. These may be paid to you if you claim within specified time limits. Claims should be made to the person who has asked you to attend court. Proof of any loss of earnings should be given to that person.

If you wish your travelling expenses to be paid before you go to court, you should apply for payment to the person who has asked you to attend court.

Failure to attend

It is very important that you attend court and you should note that failure to do so may result in a warrant being granted for your arrest. In addition, if you fail to attend without any good reason, having requested and been paid your travelling expenses, you may be ordered to pay a penalty not exceeding £250.

If you have any questions about anything in this citation, please contact (specify the solicitor acting for the party or the party litigant citing the witness) for further information.

Signed

[P.Q.], Sheriff Officer,

or [X,Y], (add designation and business address)

Solicitor for the pursuer [ar defender][or (specify)]

PART 2

FORM 16BForm of child witness notice

Rule 17A.2

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 12

	Received the	day of	20
		(Date of receip	t of this notice)
			(signed)
			Sheriff Clerk
	CHILD WITNESS NOTICE		
Sheriff Court			.20
		Court 1	Ref No

- The applicant is the pursuer [or defender] in the action by [A.B] (design) against [C.D.] (design).
 - The applicant has cited [or intends to cite] [E.F.] (date of birth) as a witness.
- 3. [E.F.] is a child witness under section 11 of the Vulnerable Witnesses (Scotland) Act 2004 [and was under the age of sixteen on the date of the commencement of proceedings].
- 4. The applicant considers that the following special measure[s] is [are] the most appropriate for the purpose of taking the evidence of [E.F.] [or that [E.F.] should give evidence without the benefit of any special measure]:-

(delete as appropriate and specify any special measure(s) sought).

5. [(a) The reason[s] this [these] special measure[s] is [are] considered the most appropriate is [are] as follows:-

(here specify the reason(s) for the special measures(s) sought)].

OR

[(b) The reason[s] it is considered that [E.F.] should give evidence without the benefit of any special measure is [are]—

(here explain why it is felt that no special measures are required).

6. [E.F.] and the parent [s] of [or person[s] with parental responsibility for] [E.F.] has [have] expressed the following view[s] on the special measure[s] that is [are] considered most appropriate [or the appropriateness of [E.F.] giving evidence without the benefit of any special measure]:-

(delete as appropriate and set out the view(s) expressed and how they were obtained).

7. Other information considered relevant to this application is as follows:-

(here set out any other information relevant to the child witness notice).

- 8. The applicant asks the court to-
 - (a) consider this child witness notice;
 - (b) make an order authorising the special measure[s] sought; or
 - (c) make an order authorising the giving of evidence by [E.F.] without the benefit of special measures

(delete as appropriate)

(Signed)

[A.B. or C.D.]

[or Representative of A.B. [or C.D.]] (include full designation)

NOTE: This firm should be satisfy adapted where section 16 of the Act of 2004 applies.

FORM 16CForm of vulnerable witness application

Rule 17A.3

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 12

Received theday of20	
(Date of receipt of thi	is notice)
	(signed)
Sher	riff Clerk
VULNERABLE WITNESS APPLICATION	
Sheriff Court	
Court Ref. N	o.

- The applicant is the pursuer [or defender] in the action by [A.B] (design) against [C.D.] (design).
 - 2. The applicant has cited [or intends to cite] [E.F.] (date of birth) as a witness.
- 3. The applicant considers that [E.F.] is a vulnerable witness under section 11(1)(b) of the Vulnerable Witnesses (Scotland) Act 2004 for the following reasons:-

(here specify reasons witness is considered to be a vulnerable witness).

4. The applicant considers that the following special measure[s] is [are] the most appropriate for the purpose of taking the evidence of [E.F.].

(specify any special measure(s) sought)

5. The reason[s] this [these] special measure[s] is [are] considered the most appropriate is [are] as follows:-

(here specify the reason(s) for the special measures(s) sought).

6. [E.F.] has expressed the following view[s] on the special measure[s] that is [are] considered most appropriate:-

(set out the views expressed and how they were obtained).

- 7. Other information considered relevant to this application is as follows:-
 - (here set out any other information relevant to the vulnerable witness application).
- 8. The applicant asks the court to-
 - (a) consider this vulnerable witness application;

(b) make an order authorisms the special measure[s] sought.		
	(Signed)	
	[A.B. or C.D.]	
	or Representative of A.B. or C.D. (include full designation)	
	NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.	
FORM 16DForm of certificate of intin	nation Rule 17A.4(2	
VULNERABLE WITN	ESSES (SCOTLAND) ACT 2004 Section 12	
CERT	TIFICATE OF INTIMATION	
Sheriff Court	20	
	Court Ref. No.	
(insert name of witness) was made	vitness notice [or vulnerable witness application] relating to to (insert names of parties or solicitors for parties, as mation; where intimation is by facsimile transmission, insert on (insert date of intimation).	
Date:		
(Signed)		
Solicitor [or Sheriff C	Officer]	
(include full business	designation)	
FORM 16EForm of application for rev	riew	

Rule 17A.6(1)

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 13

	Received the	day of	20
		(date of receip	t of this notice)
			(signed)
			Sheriff Clerk
APPLICATION FOR REVIEW OF AR	RANGEMENTS FO	OR VULNERABLE	WITNESS
Sheriff Court			20
			Court Ref. No.

- 1. The applicant is the pursuer [or defender] in the action by [A.B.] (design) against [C.D.] (design).
 - 2. A proof [or hearing] is fixed for (date) at (time).
- **3.** [E.F.] is a witness who is to give evidence at, or for the purposes of, the proof [*or* hearing]. [E.F.] is a child witness [*or* vulnerable witness] under section 11 of the Vulnerable Witnesses (Scotland) Act 2004.
- 4. The current arrangements for taking the evidence of [E.F.] are (here specify current arrangements).
 - The current arrangements should be reviewed as (here specify reasons for review).
- **6.** [E.F.] [and the parent[s] of [or person[s] with parental responsibility for] [E.F.]] has [have] expressed the following view[s] on [the special measure[s] that is [are] considered most appropriate] [or the appropriateness of [E.F.] giving evidence without the benefit of any special measure]:—

(delete as appropriate and set out the view(s) expressed and how they were obtained).

The applicant seeks (here specify the order sought).

(Signed)

[A.B. or C.D.]

[or Representative of A.B. [or C.D.]] (include full designation)

NOTE: This form should be suitably adapted where section 16 of the Act of 2004 applies.

FORM 16FForm of certificate of intimation

Rule 17A.7(2)

VULNERABLE WITNESSES (SCOTLAND) ACT 2004 Section 13

CERTIFICATE OF INTIMATION		
Sheriff Court	20	
	Court Ref. No.	
I certify that intimation of the review application (insert names of parties or solicitors for parties, where intimation is by facsimile transmission, in (insert date of intimation).	as appropriate) by (insert method of intimation;	
Date:		
(G:)		
(Signed)		
Solicitor [or Sheriff Officer]		
(include full business designation	7)	