



### Summary Cause Summons

**Action for/of**

(state type, e.g. payment of money)

Sheriff Court  
(name, address, e-mail  
and telephone no.)

1

Name and address  
of person raising  
the action (**pursuer**)

2

Name and address of  
person against whom  
action raised (**defender,  
arrestee, etc.**)

3

Name(s) and address(es)  
of any interested party  
(e.g. connected person)

3a

Claim (form of decree or  
other order sought)

4

Name, full address,  
telephone no, and e-mail  
address of pursuer's  
solicitor or representative  
(if any) acting in the case

5

Fee Details (Enter these  
only if forms sent  
electronically to court)

5a

6	<b>RETURN DAY</b>	<b>20</b>		
	<b>CALLING DATE</b>	<b>20</b>	<b>at</b>	<b>am.</b>

\*Sheriff Clerk to  
delete as appropriate

The pursuer is authorised to serve a copy summons in form \*1a/1b/1c, on the defender, and give intimation to any interested party, not less than \* 21/42 days before the **RETURN DAY** shown in the box above. The summons is warrant for service, \*arrestment on the dependence and for citation of witnesses to attend court on any future date at which evidence may be led.

*Court Authentication*

Sheriff clerk depute (name)                      Date:                      20

**NOTE: The pursuer should complete boxes 1 to 5a above and box 7 on page 2. The sheriff clerk will complete box 6.**

**7. STATE DETAILS OF CLAIM HERE (all cases) and PARTICULARS OF ARRESTMENT (furthcoming actions only)**  
**(To be completed by the pursuer. If space is insufficient, a separate sheet may be attached)**

The details of the claim are:

**FOR OFFICIAL USE ONLY**

Sheriff's notes as to:

1. Issues of fact and law in dispute
2. Facts agreed
3. Reasons for any final disposal at the hearing held on the calling date.



FORM 1c

OFFICIAL USE ONLY  
SUMMONS No.

# Summary Cause Summons

Action for/of

(state type, e.g. delivery)

## DEFENDER'S COPY: Non Monetary Claim

Sheriff Court  
(name, address, e-mail  
and telephone no.)

1

Name and address  
of person raising  
the action (**pursuer**)

2

Name and address of  
Person against whom  
Action raised (**defender**)

3

Claim (Form of decree  
or other order sought)

4

Name, full address,  
telephone no, and e-mail  
address of pursuer's  
solicitor or  
representative (if any)

5

6	RETURN DAY	20		
	CALLING DATE	20	at	am.

NOTE: You will find details of claim on page 2.

**7. STATE DETAILS OF CLAIM HERE OR ATTACH A STATEMENT OF CLAIM  
(to be completed by the pursuer. If space is insufficient, a separate sheet may be attached)**

The details of the claim are:

**8. SERVICE ON DEFENDER**

(Place)

(Date)

To:

(defender)

You are hereby served with a copy of the above summons.

\* Solicitor / sheriff officer  
(delete as appropriate)

**NOTE:** The pursuer should complete boxes 1 to 6 on page 1, the statement of claim in box 7 on page 2 and section A on page 5 before service on the defender. The person serving the Summons will complete box 8.

## **WHAT MUST I DO ABOUT THIS SUMMONS?**

**Decide whether you wish to dispute the action and how you wish to proceed.** Thereafter, look at the 2 options listed below. Find the one which covers your decision and follow the instructions given there. You will find the RETURN DAY and the CALLING DATE on page one of the summons.

**Written guidance on summary cause procedure can be obtained from the sheriff clerk at any sheriff clerk's office. Further advice can also be obtained by contacting any of the following:**

**Citizen's Advice Bureau, Consumer Advice Centre, Trading Standards or Consumer Protection Department or a Solicitor. (Addresses can be found in the guidance booklets)**

### **OPTIONS**

**1. ADMIT LIABILITY FOR THE CLAIM and settle it with the pursuer now.**

If you wish to avoid the possibility of a court order passing against you, you should settle the claim (including any liability for expenses) with the pursuer or his representative **in good time before the return day.**

**2. DISPUTE THE CLAIM and attend at court to do any of the following:**

- Challenge the jurisdiction of the court or the competency of the action
- Defend the action
- State a counterclaim

Complete Section B on page 4. Return page 4 to the court so that it arrives **on or before the return day. You must attend personally, or be represented, at court on the calling date.**

Your representative may be a solicitor, or someone else having your authority. It may be helpful if you or your representative bring pages 1 and 2 of this form to the court.

**NOTE: If you fail to return page 4 as directed, or if, having returned it, you fail to attend or are not represented at the calling date, the court will almost certainly decide the claim in your absence.**

### **WRITTEN NOTE OF PROPOSED DEFENCE**

You must send to the court by the return day a written note of any proposed defence, or intimate that you wish to challenge the jurisdiction of the court. You must also attend or be represented at court on the calling date.

### **PLEASE NOTE**

If you do nothing about this summons, the court will almost certainly, where appropriate, grant decree against you, including any interest and expenses found due.

**YOU ARE ADVISED TO KEEP PAGES 1 AND 2, AS THEY MAY BE USEFUL AT A LATER STAGE OF THE CASE.**

**SECTION A**

This section must  
Be completed  
Before service


Summons No
Return Day
Calling Date

SHERIFF COURT (Including address)



PURSUER'S FULL NAME AND ADDRESS

DEFENDER'S FULL NAME AND ADDRESS

**SECTION B**

**DEFENDER'S RESPONSE TO THE SUMMONS**

<p><b>DISPUTE THE CLAIM and attend at court</b></p> <ul style="list-style-type: none"><li>* I intend to challenge the jurisdiction of the court.</li><li>* I intend to challenge the competency of the court.</li><li>* I wish to defend the action.</li><li>* I apply for warrant to serve a third party notice (see page 6).</li></ul> <p>I intend to appear or be represented in court on the calling date.</p> <ul style="list-style-type: none"><li>*I attach a note of my proposed defence/counterclaim (see page 5).</li></ul> <p><i>* delete as necessary</i></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**WRITTEN NOTE OF PROPOSED DEFENCE / COUNTERCLAIM**

State which facts in the statement of claim are admitted:

State briefly any facts regarding the circumstances of the claim on which you intend to rely:

State details of counterclaim, if any:

**PLEASE REMEMBER:** You must send your response to the court to **arrive on or before the return day** if you have completed a response in Section B.

**APPLICATION FOR SERVICE OF A THIRD PARTY NOTICE**

**NOTE:**

You can apply to have another party added to the action if:

- (A) **You think that, as regards the matter which the action is about, that other party has a duty to:**
1. Indemnify you; or
  2. Make a contribution in respect of the matter; or
  3. Relieve you from any responsibility as regards it.
- or**
- (B) **You think that other party is:**
4. Solely liable to the pursuer; or
  5. Liable to the pursuer along with you; or
  6. Has a liability to you as a result of the pursuer's claim against you.

You may apply for warrant to found jurisdiction or to arrest on the dependence of the action if you wish to do so.

**FORM OF APPLICATION**

**(TO BE RETURNED TO THE COURT ALONG WITH YOUR RESPONSE)**

**I request the court to grant warrant for service of a third party notice on the following party:**

Name :

Address :

**The reason I wish a third party notice to be served on the party mentioned above is as follows:**

(Give details below of the reasons why you wish the party to be made a defender in the action.)

**\* I apply for warrant to arrest on the dependence/to found jurisdiction**

delete as appropriate