

## SCHEDULE

### Part II–

#### Defended Actions (commenced before 10th June 2002)}

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1. Instructions fee, to include taking instructions (including instructions for a counterclaim), framing summons and statement of claim, obtaining warrant for service, instructing service as necessary by sheriff officer (where appropriate), attendance endorsing minute for and obtaining decree in absence and extract decree	119.80
2. Service–	
(a) (a) Citation by post within the United Kingdom, Isle of Man, Channel Islands, or the Republic of Ireland – for each party	9.90
Citation by post elsewhere – for each party	21.80
(b) (b) Instructing service or reservice by sheriff officer including perusing execution of citation and settling sheriff officer’s fee – for each party	9.90
(c) (c) Framing and instructing service by advertisement – for each party	31.50
3. Attendance at court–	31.50
Attendance at any diet except as otherwise specially provided	
4. Preparing for proof, to include all work in connection with proof not otherwise provided for	109.00
5. Fee to cover preparing for adjourned diet and all incidental work if diet for more than six days – for each adjourned diet	52.30
(a) (a) Drawing and lodging inventory of productions, lodging the productions specified therein and considering opponent’s productions (to be charged only once in each process)	47.80
(b) (b) Where only one party lodges productions, opponent’s charges for considering same	21.90
7. Precognitions–	47.80

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- (a) (a) Drawing precognitions, 47.80  
including instructions, attendances  
with witnesses and all relative  
meetings and correspondence – per  
witness
- (b) (b) Where precognitions exceed 2 21.90  
sheets – for each additional sheet

**8. Motions and minutes–**

Fee to cover drawing, intimating and lodging  
of any written motion or minute, excluding a  
minute or motion to recall decree, and relative  
attendance at court (except as otherwise  
provided in this Chapter)–

- (a) (a) Where opposed 65.10
- (b) (b) Where unopposed (including 40.20  
for each party a joint minute or joint  
motion)

**9. Fee to cover considering opponent’s**  
written motion or minute excluding minute or  
motion to recall decree and relative attendance  
at court–

- (a) (a) Where motion or minute 52.30  
opposed
- (b) (b) Where motion or minute 31.50  
unopposed

**10. Conduct of proof–**

- (a) (a) Fee to cover conduct of proof 31.50  
or trial and debate on evidence taken  
at close of proof – per half hour
- (b) (b) Waiting time – per half hour 16.50

**11. Settlements–**

- (a) (a) Judicial tender, fee for 65.10  
consideration of, preparing and  
lodging minute of tender
- (i) Fee for consideration and rejection of 47.80  
tenders
- (ii) Fee on acceptance of tender – to include 47.80  
preparing and lodging, or consideration  
of minute of acceptance and attendance  
at court when decree granted in terms  
thereof
- (b) (b) Extra-judicial settlement – 109.00  
fee to cover negotiations resulting in  
settlement, framing or revising joint

minute and attendance at court when authority interponed thereto

**12. Specification of documents–**

- (a) (a) Fee to cover drawing, 54.30  
intimating and lodging specification  
of documents and relative motion and  
attendance at court
- (b) (b) Inclusive fee to opposing 48.80  
solicitor
- (c) (c) Fee for citation of havers, 31.50  
preparation for and attendance before  
commissioner, to each party – for each  
half hour
- (d) (d) If alternative procedure 21.90  
adopted, a fee per person upon whom  
order served

**13. Commissions to take evidence–**

- (a) Fee to cover drawing, lodging and  
intimating motion and attendance at  
court
  - (i) Where opposed 65.10
  - (ii) Where unopposed 40.20
- (b) (b) Fee to cover considering such  
motion and attendance at court
  - (i) Where opposed 52.30
  - (ii) Where unopposed 31.50
- (c) (c) Fee to cover instructing 31.50  
commissioner and citing witness
- (d) (d) Fee to cover drawing and 21.90  
lodging interrogatories and cross-  
interrogatories – per sheet
- (e) (e) Attendance before 30.50  
commissioner – per hour
- (f) (f) Travelling time – per hour 21.90

**14. Supplementary note of defence (when 21.90  
ordered)**

**15. Appeals–**

- (a) (a) Fee to cover instructions, 147.10  
marking of appeal or noting that  
appeal marked, noting of diet of  
hearing thereof and preparation for  
hearing

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- (b) (b) Fee to cover conduct of hearing 31.50  
– per half hour

**16. Final Procedure–**

- (a) (a) Fee to cover settling with 65.10  
witnesses, enquiring for cause at  
avizandum, noting final interlocutor
  - (b) (b) Fee to cover drawing account 65.10  
of expenses, arranging, intimating and  
attending hearing on expenses, and  
obtaining approval of sheriff clerk's  
report
  - (c) (c) Fee to cover considering 31.50  
opponents' account of expenses and  
attendance at hearing on expenses
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