

## SCHEDULE

Article 2(4)

## TABLE OF FEES

<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable)</i>	<i>Column 3 (Fee Formerly Payable)(1)</i>
PART I		
COMMISSARY PROCEEDINGS		
1. Petition for appointment of executor, restriction of caution, special warrant, (d) sealing up of repositories or the like, or (e) appointment of Commissary factor	(a) £12.00	£11.00
2. Sealing up repositories or the like, per hour	£18.00	£16.00
3		
(a) Receiving and examining inventory of estate, except where sub paragraph (b) or (c) of this paragraph applies—		
(i) where the amount of the estate vested in or belonging beneficially to the deceased, of which confirmation is required, or for which resealing under the Colonial Probates Act 1892(2) is required does not exceed—		
£5,000	No fee	No fee
£50,000	£92.00	£81.00
(ii) where the amount of the said estate exceeds £50,000	£129.00	£114.00
(b) (b) Receiving and examining additional	£92.00	£81.00

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(2) 1892 c. 6.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable)</i>	<i>Column 3 (Fee Formerly Payable)(1)</i>
<p>or corrective inventory of estate or inventory of estate <i>ad non executata</i></p> <p>(c) (c) Receiving and examining inventory of estate where it is declared that confirmation is not required:</p>		
<p>NOTE: The fees payable shall be half those specified in sub paragraph (a) or (b) of this paragraph. If confirmation is subsequently required the remaining half of the fees specified in sub paragraph (a) or (b) shall be payable</p>		
<p>4. Commissary copying and extracting</p>		
<p>(1) Issuing certificate of confirmation</p>		
(a) (a) if ordered when lodging inventory each certificate	£3.00	£3.00
(b) (b) if ordered subsequent to lodging inventory—		
(i) first certificate including search fee	£11.00	£10.00
(ii) each subsequent certificate	£3.00	£3.00
<p>(2) Copy or duplicate confirmation—</p>		
(a) (a) if ordered when lodging inventory	£6.00	£5.00
(b) (b) if ordered subsequent to lodging inventory—		

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(i) first duplicate including search fee	£14.00	£12.00
(ii) each subsequent duplicate if ordered at the same time as the first duplicate	£6.00	£5.00
(3) Certified extract confirmation and will (if any)–		
(a) (a) if ordered when lodging inventory	£14.00	£12.00
(b) (b) if ordered subsequent to lodging inventory–		
(i) first certified extract including search fee	£21.00	£19.00
(ii) each subsequent certified extract if ordered at the time of the first certified extract	£14.00	£12.00
(4) Copy will–		
(a) (a) if ordered when lodging inventory	£4.00	£3.50
(b) (b) if ordered subsequent to lodging inventory–		
(i) first copy including search fee	£11.00	£10.00
(ii) each subsequent copy, if ordered at the same time as the first copy	£4.00	£3.50
5. Application under section 4 of the Requirements of Writing (Scotland) Act 1995(3)	£12.00	£11.00

## PART II

SHERIFF COURT  
PROCEEDINGS

- (1) Column 3 shows the fees which were payable under S.I.1997/687 (as amended by S.I. 1999/754 and S.S.I. 2002/269) before the coming into force of this Order. Where there is no entry in column 3 but an entry in column 2 in respect of any particular matter, the matter is new or has been amended such that no direct comparison can be made with the fee formerly payable.
- (3) 1995 c. 7.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable)</i>	<i>Column 3 (Fee Formerly Payable)(1)</i>
6. Initial writ in any proceedings not being proceedings for which any other paragraph of this Table prescribes a fee	£57.00	£50.00
<i>Actions of divorce or dissolution of a civil partnership (other than simplified divorce or dissolution of a civil partnership application)</i>		
7. Initial writ in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of a civil partnership application)	£92.00	£81.00
<i>Simplified divorce application</i>		
8. Simplified divorce or dissolution of a civil partnership application (inclusive of all procedures other than those specified at paragraphs 32 and 33 of this Table)	£70.00	£62.00
<i>Summary warrants</i>		
9. Application for summary warrant	£44.00	£39.00
<i>Bankruptcy proceedings</i>		
10. Petition for sequestration of estates	£71.00	£63.00
11. Petition for discharge of a bankrupt or application for approval of composition or deed of arrangement	£21.00	£19.00
12. Miscellaneous applications including appeals under the Bankruptcy (Scotland) Act 1985(4)	£36.00	£32.00

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(4) 1985 c. 66.

<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable)</i>	<i>Column 3 (Fee Formerly Payable)(1)</i>
<i>Declarator and Petitions for completion of title for the Sheriff of Chancery</i>		
<b>13.</b> Applications for Declarator and Petitions for completion of title to the Sheriff of Chancery	£142.00	£126.00
<b>14.</b> Issue of chancery extract	£68.00	not applicable
<i>Summary cause</i>		
<b>15.</b> Summons summary cause (including small claim)–		
(a) (a) actions for payment of money less than £50	£8.00	£7.00
(b) (b) other actions	£44.00	£39.00
(c) (c) in relation to a small claim summons, citation of, or intimation to, any party by sheriff officer	£29.00	£26.00
(d) (d) on the marking of an appeal	£36.00	£32.00
<i>Miscellaneous</i>		
<b>16.</b> Application under section 4 of the Requirements of Writing (Scotland) Act 1995	£12.00	£11.00
<b>17.</b> Caveat	£21.00	£19.00
<i>Enforcement of UK judgments</i>		
<b>18.</b> Any proceedings under section 12 or 18 of the Civil Jurisdiction and Judgments Act 1982(5)	£15.00	£13.00
<i>Criminal procedure</i>		

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- (5) 1982 c. 27; section 12 was amended by the Civil Jurisdiction and Judgments Act 1991 (c. 12), Schedule 2, paragraph 7 and section 18 was amended by the Insolvency Act 1985 (c. 65), Schedule 8, paragraph 36, the Insolvency Act 1986 (c. 45), Schedule 14, the Courts and Legal Services Act 1990 (c. 41), Schedule 16, paragraph 41, the Criminal Justice Act 1993 (c. 36), section 24, the Drug Trafficking Act 1994 (c. 37), Schedule 1, paragraph 6, the Criminal Justice (Scotland) Act 1995 (c. 20), Schedule 6, paragraph 183 and the Criminal Procedure (Consequential Provisions) (Scotland) Act 1995 (c. 40), Schedule 4, paragraph 42.

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<i>Column 1 (Matters)</i>	<i>Column 2 (Fee Payable)</i>	<i>Column 3 (Fee Formerly Payable)(1)</i>
<b>19.</b> Complaint	£21.00	£19.00
<i>Road Traffic Offenders Act 1988(6)</i>		
<b>20.</b> Petition for removal of disqualification	£57.00	£50.00
<i>Defender's responses – non divorce or dissolution of civil partnerships</i>		
<b>21.</b> First writ, reponing note or attendance to state a defence, or oppose an interim order in proceedings to which paragraph 6 of this Table applies, each defender or compareer	£57.00	£50.00
<i>Defender's responses – divorces or dissolution of civil partnerships</i>		
<b>22.</b> First writ or attendance to state a defence or oppose an interim order, each defender or compareer in an action of divorce or dissolution of a civil partnership (other than a simplified divorce or dissolution of a civil partnership application)	£92.00	£81.00
<i>Civil court procedure</i>		
<b>23.</b> Fee to be paid by the pursuer on the lodging of a certified copy record under the standard procedure of the Ordinary Cause Rules 1993(7)	£71.00	£63.00
<b>24.</b> Fee to be paid by the pursuer on the lodging of a certified closed record under the additional procedure of the said Rules	£71.00	£63.00
<b>25.</b> Fee to be paid by the pursuer on the fixing of a proof, a debate or a hearing	£32.00	£28.00

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(6) 1988 c. 53.

(7) See Schedule 1 to the Sheriff Courts (Scotland) Act 1907 (c. 51).

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in a summary or miscellaneous application on the merits of the cause		
<b>26.</b> Fee to be paid by the pursuer for each day or part thereof of proof, debate or hearing in a summary or miscellaneous application on the merits of the cause	£71.00	£63.00
NOTE: The above fee does not apply if the proof, debate or hearing does not proceed on that day.		
<b>27.</b> Fee to be paid by any party lodging a written motion or minute; and any party lodging written opposition to any such motion or minute	£29.00	£26.00
<b>28.</b> Fee to be paid on marking an appeal to the Sheriff Principal in any proceedings (other than as provided for in paragraph 15(d) of this Table)	£71.00	£63.00
<b>29.</b> Fee to be paid by the pursuer on the endorsing of a minute in Form F27 in terms of rule 33.29(1)(b) of the Ordinary Cause Rules 1993	£42.00	£37.00
<i>Bankruptcy (Scotland) Act 1985</i>		
<b>30.</b> Act and warrant of trustee	£29.00	£26.00
<b>31.</b> Application (written or oral) for discharge of trustee	£21.00	£19.00
<i>Simplified divorce and simplified dissolution of civil partnership</i>		
<b>32.</b> In relation to a simplified divorce or dissolution of a civil partnership application, citation of, or	£10.00 plus sheriff officer's fee	£35.00

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intimation to, any person or persons by sheriff officer		
<b>33.</b> Subsequent application upon change of circumstances by party to a simplified divorce or dissolution of a civil partnership application	£19.00	£17.00
<i>Miscellaneous</i>		
<b>34.</b> Note in a liquidation or judicial factory	£21.00	£19.00
<i>Sheriff court books</i>		
<b>35.</b> Recording protest of a bill or promissory note	£15.00	£13.00
NOTE: Extract to be charged as in paragraph 39 of this Table.		
<b>36.</b> Preservation of deeds, each deed	£6.00	£5.00
NOTE: Recording and extracting to be charged as in paragraph 40 of this Table.		
<i>Miscellaneous office procedures</i>		
<b>37.</b> Lodging each set of plans or other Parliamentary deposit	£44.00	£39.00
<b>38.</b> Inspection of report of sale and the auditor of court's report	£10.00	£9.00
<b>39.</b> Search and report service as instructed by a trade protection society, licensed credit reference agency or trade publication of protests, of relevant court records as allowed by appropriate Sheriff Court Rules 1993, as amended—		
(a) (a) weekly for twelve months (payable in advance)	£215.00	£190.00

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(b) (b) twice weekly for twelve months (payable in advance)	£427.00	£378.00
(c) (c) four times weekly for twelve months (payable in advance)	£858.00	£759.00
<b>40. Recording, engrossing, extracting or copying all documents except as provided for at paragraph 4 of this Table—</b>		
(a) (a) by manuscript or typescript (exclusive of search fee): for each page or part thereof	£8.00	£7.00
(b) (b) by photocopying (exclusive of search fee): for each page or part thereof	£0.20	£0.30
(c) (c) for a copy of a document on a computer disc or in other electronic form	£3.00	n/a

NOTE: Recording in Sheriff Court Register of Deeds to be charged as in (a) or (b).

**41. Searches:** for each search of records or archives, except as provided for at paragraph 4 of this Table—

(a) (a) for first half hour of time taken	£8.00	£7.00
(b) (b) for more than one half hour up to a maximum of two hours	£15.00	£13.00

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(c) (c) for each half hour or part thereof in excess of two hours	£8.00	£7.00
(d) (d) plus correspondence fee where applicable	£8.00	£7.00

### PART III

#### AUDITOR OF COURT

**42.** For taxing accounts of expenses incurred in judicial proceedings remitted to the auditor of court for taxation—

(1) auditor's fee on lodging account for taxation	£34.00	£30.00
(2) auditor's fee for taxing accounts of expenses etc.—		
(a) (a) up to £400	£18.00	£16.00
(b) (b) for every additional £100 or part thereof	£5.00	£4.00

NOTE: Fee to be determined by auditor of court on amount of account as submitted.

(3) fee for cancellation of diet of taxation—

- (a) (a) where written notice of cancellation received by receiving party within three working days of diet half of fee that would have been payable under sub-paragraph (2) of this paragraph
- (b) (b) where written notice of cancellation received by receiving party on the working day before or the day of the diet three quarters of fee that would have been payable under sub-paragraph (2) of this paragraph

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