

## SCHEDULE

### THE FIRST-TIER TRIBUNAL FOR SCOTLAND HEALTH AND EDUCATION CHAMBER RULES OF PROCEDURE 2018

#### PART 2

##### Procedure in Respect of references to First- tier Tribunal under section 18(1) of the 2004 Act

###### **Distribution of documents by the First-tier Tribunal**

**18.**—(1) Subject to paragraph (2), the First-tier Tribunal shall—

- (a) forthwith send to the authority a copy of any amendment to the reference received during the case statement period;
- (b) at the end of the case statement period, and in so far as copies have not already been sent, send to each party—
  - (i) a copy of any amendment to the reference or response;
  - (ii) any statement of case submitted by the other party; and
  - (iii) the written evidence of the other party;
- (c) forthwith send to the other party copies of any amendments or supplementary statements, written representations, written evidence (other than written evidence of which a copy is received in accordance with rule 17(3) or 19(3)) or other documents received from a party after the end of the case statement period.

(2) If, after the closure of the case statement period, any amendment, supplementary statement, written representation, written evidence or other document or application is delivered to the First-tier Tribunal, the First-tier Tribunal shall—

- (a) where the parties agree to the late submission, send a copy of it to the other party; or
- (b) where the parties do not agree to the late submission, send a copy of it to the other party to enable the parties to make representations on its admission within such time limits as may be determined by a legal member or by the First-tier Tribunal at a hearing.

(3) Where an education authority has been called under rule 35(2), the First-tier Tribunal shall send to that authority a copy of all of the documentation submitted by the appellant under rule 17(3) and (5).