

SCHEDULE

Paragraph 2

SHERIFF COURT PARENTAL ORDERS (HUMAN FERTILISATION AND EMBRYOLOGY) RULES

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Signature
Explanatory Note

Citation and application

1.—(1) These Rules may be cited as the Sheriff Court Parental Orders (Human Fertilisation and Embryology) Rules 1994.

(2) These Rules apply in relation to parental orders under section 30 of the Human Fertilisation and Embryology Act 1990 and applications for such orders.

Interpretation

2.—(1) In these Rules, unless the context otherwise requires—

“the Act of 1978” means the Adoption (Scotland) Act 1978;

“the Act of 1990” means the Human Fertilisation and Embryology Act 1990;

“Her Majesty’s Forces” means the Royal Navy, the regular armed forces as defined in section 225 of the Army Act 1955(1), the regular air force as defined in section 223 of the Air Force Act 1955(2) and the Queen Alexandra’s Royal Naval Nursing Services;

(1) 1955 c. 18.
(2) 1955 c. 19.

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“the Regulations” means the Parental Orders (Human Fertilisation and Embryology) (Scotland) Regulations 1994.

(2) Unless the context otherwise requires, a reference to a specified rule or form is a reference to the rule or form in the Appendix so specified in these Rules; and a reference to a specified paragraph, sub-paragraph or head is a reference to that paragraph of the rule or form, that sub-paragraph of that paragraph or that head of that sub-paragraph, in which the reference occurs.

(3) Where there is a reference in these Rules to the use of a form, that form in the Appendix to these Rules, or a form substantially to the same effect, shall be used with such variation as circumstances may require.

Applications for parental order

3.—(1) An application for a parental order shall be made by petition in Form 1.

(2) On presentation of the petition, there shall be lodged in process as productions—

- (a) an extract of any entry in the register of births relating to the birth of the child;
- (b) extracts of any entries in the register of births relating to the birth of each of the petitioners;
- (c) an extract of any entry in the register of marriages relating to the marriage of the petitioners; and
- (d) any other document founded on by the petitioners in support of the terms of the petition.

Confidentiality of documents in process

4. Unless the sheriff otherwise directs—

- (a) any document lodged in process, including a report by a reporting officer or a curator *ad litem*, shall be treated as confidential and open only to the sheriff, the parties, the reporting officer and the curator *ad litem*; and
- (b) a reporting officer or curator *ad litem* shall treat any information obtained by him in relation to the cause as confidential, and shall not disclose any such information to any person unless it is necessary for the proper execution of his duties.

Agreements to parental order

5.—(1) An agreement for the purposes of section 30(5) of the Act of 1990 (agreement to parental order by a father who is not the husband of the female petitioner or by the woman who carried the child) shall, if given in writing, be in Form 2.

(2) An agreement referred to in this rule which is executed furth of Scotland shall be witnessed—

- (a) where it is executed in England, Wales or Northern Ireland, by a justice of the peace or commissioner for oaths; or
- (b) where it is executed furth of the United Kingdom—
 - (i) in the case of a person who is serving in Her Majesty’s Forces, by an officer holding a commission in those forces; or
 - (ii) by a British consular official or any person authorised, by the law of the country where the agreement is executed, to administer an oath for any legal purpose.

Orders for evidence

6.—(1) The sheriff may, before determining the cause, order—

- (a) production of further documents (including affidavits); or

(b) parole evidence.

(2) A party may apply by motion for the evidence of a person to be received in evidence by affidavit; and the sheriff may make such order as he thinks fit.

Expenses

7. The sheriff may make such order as to expenses, including the expenses of a reporting officer, a curator *ad litem*, or any other person who attended a hearing, as he thinks fit.

Protection of identity of petitioners

8.—(1) Where a married couple, who seek to apply for a parental order, wish to prevent their identity being disclosed to any person whose agreement is required under section 30(5) of the Act of 1990 (agreement to parental order by a father who is not the husband of the female petitioner or by the woman who carried the child), they may, before presenting a petition, apply to the sheriff clerk for a serial number to be assigned to them.

(2) On receipt of an application for a serial number, the sheriff clerk shall assign a serial number to the applicants and shall enter a note of it opposite the names of the applicants in a register of serial numbers.

(3) Where a serial number has been assigned under paragraph (2)—

- (a) the record of the serial number and the persons to whom it applies shall be treated as confidential and disclosed only to the sheriff;
- (b) any agreement under section 30(5) of the Act of 1990 shall not name or design the petitioners but shall refer to them by means of the serial number; and
- (c) it shall be used to name or design the petitioners for all purposes connected with the petition.

Appointment of reporting officer and curator *ad litem*

9.—(1) On the presentation of the petition, the sheriff shall appoint—

- (a) a reporting officer; and
- (b) a curator *ad litem*.

(2) The sheriff shall, where it is practicable to do so, appoint the same person to be the curator *ad litem* and the reporting officer.

(3) Where the curator *ad litem* is not also the reporting officer, the sheriff may order the reporting officer to make available to the curator *ad litem* any report or information in relation to the child.

(4) A married couple may, before presenting the petition, apply to the sheriff for the appointment of a reporting officer.

(5) An application under paragraph (4) shall—

- (a) be made by letter setting out the reasons for which the appointment is sought; and
- (b) not require to be intimated to any person.

Selection of reporting officer and curator *ad litem*

10. The reporting officer and curator *ad litem*

appointed by the sheriff shall be selected from a panel established under the Curators ad Litem and Reporting Officers (Panels) (Scotland) Regulations 1984⁽³⁾ unless the sheriff considers that it would be appropriate to appoint a person who is not on the panel.

Duties of reporting officer and curator ad litem

- 11.**—(1) A reporting officer appointed under rule 9(1)(a) shall, where appropriate—
- (a) inquire into the facts and circumstances averred in the petition;
 - (b) ascertain whether the conditions in subsections (2) to (7) of section 30 of the Act of 1990 have been satisfied;
 - (c) witness any execution in Scotland of any agreement in Form 2 under section 30(5) of the Act of 1990 (agreement to parental order by a father who is not the husband of the female petitioner or by the woman who carried the child), and investigate whether the agreement is given freely, unconditionally and with full understanding of what is involved;
 - (d) where a person whose agreement is required is furth of Scotland, confirm his views in writing, ensure that any agreement under section 30(5) of the Act of 1990 is witnessed in accordance with rule 5(2) and investigate whether the agreement is given freely, unconditionally and with full understanding of what is involved;
 - (e) ensure that each person whose agreement is required understands that in agreeing to the parental order he is giving up all future claims to the child and that all parental rights and duties will vest in the petitioners;
 - (f) investigate whether there are any other persons with a relevant interest and whether they should be informed of the petition;
 - (g) ascertain from any person whose agreement is required and who can be found whether alternatives to a parental order have been discussed with him;
 - (h) ensure that any person whose agreement is required is aware of the date (if known) of the hearing to determine the application if he wishes to appear, and confirm that any such person understands that he may withdraw his agreement at any time before a parental order is made;
 - (i) draw to the attention of the court any matter which may be of assistance; and
 - (j) prepare a report in relation to the exercise of his duties within such period as the sheriff may specify.
- (2) A curator *ad litem* appointed under rule 9(1)(b) shall—
- (a) safeguard generally the interests of the child;
 - (b) inquire, so far as he considers necessary, into the facts and circumstances averred in the petition;
 - (c) ascertain whether any money or other benefit has been received or agreed upon which is prohibited by section 30(7) of the Act of 1990 (prohibition on gift or receipt of money or other benefit);
 - (d) establish that the petitioners understand that the nature and effect of a parental order is to transfer the parental rights and duties in relation to the child to the petitioners and make them responsible for the maintenance and upbringing of the child;
 - (e) ascertain whether the proposed parental order is likely to safeguard and promote the welfare of the child throughout his childhood;

⁽³⁾ S.I.1984/566, amended by S.I. 1985/1556.

- (f) ascertain whether it may be in the interests of the child that the court should make a parental order subject to particular conditions including the making of special provision for the child;
 - (g) perform such other duties as appear to him to be necessary or as the court may require; and
 - (h) prepare a report in relation to the exercise of his duties within such period as the sheriff may specify.
- (3) The reporting officer shall, on completion of his report, send to the sheriff clerk—
- (a) the report and a copy of it for each party; and
 - (b) any agreement for the purposes of section 30(5) of the Act of 1990.
- (4) The curator *ad litem* shall, on completion of his report, send the report and a copy of it for each party, to the sheriff clerk.

Hearing

- 12.**—(1) On receipt of the reports referred to in rule 11, the sheriff shall fix a hearing.
- (2) The sheriff may—
- (a) order any person whose agreement is required to be given to attend the hearing;
 - (b) order intimation of the date of the hearing to any person not mentioned in paragraph (3) (a), (b) or (c); and
 - (c) order the reporting officer or curator *ad litem* to perform additional duties to assist him in determining the petition.
- (3) The petitioners shall intimate the date of the hearing in Form 3 by registered post or recorded delivery letter to—
- (a) every person whose whereabouts are known to them and whose agreement is required to be given;
 - (b) the reporting officer appointed under rule 9(1)(a);
 - (c) the curator *ad litem* appointed under rule 9(1)(b); and
 - (d) any person on whom intimation has been ordered under paragraph (2)(b).
- (4) At the hearing—
- (a) the petitioners, the reporting officer and the curator *ad litem* shall, if required by the sheriff, appear and may be represented;
 - (b) any person required by the sheriff to attend the hearing shall appear and may be represented;
 - (c) any other person to whom intimation was made under paragraph (3)(a) or (d) may appear or be represented.

Supervision by or committal to care of local authority

- 13.**—(1) Where the sheriff refuses to make a parental order and considers—
- (a) that the child should be placed under the supervision of a specified local authority, or
 - (b) that the child should be committed to the care of a specified local authority,
- the sheriff shall order intimation of the terms of the proposed order to be made to the local authority and give the local authority an opportunity to make representations.
- (2) Any representations of the local authority shall be made by minute in the process of the petition for a parental order to which it relates.

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(3) A minute under paragraph (2) shall include an appropriate crave and statement of facts.

(4) On receipt of the minute the sheriff shall order a hearing to be fixed and ordain the minuter to send a notice of such hearing in Form 4 and a copy of the minute by registered post or recorded delivery letter to the petitioners, the reporting office and the curator *ad litem* and to such other persons as the sheriff thinks fit.

Applications for return, removal or prohibition of removal of child

14.—(1) An application under section 29 of the Act of 1978⁽⁴⁾, as modified and applied in relation to applications for parental orders by Schedule 1 to the Regulations (order to return a child to, or not to remove a child from, the care of the applicants), in relation to a breach of section 27(1) of that Act⁽⁵⁾ as so modified and applied (restriction on removal of child where application for parental order pending), or under section 27(1) of that Act as so modified and applied for leave to remove a child, shall be made by minute in the process of the petition for a parental order to which it relates.

(2) A minute under paragraph (1) shall include an appropriate crave and statement of facts.

(3) On receipt of the minute, the sheriff shall order a hearing to be fixed and ordain the minuter to send a notice of such hearing in Form 5 and a copy of the minute by registered post or recorded delivery letter to the reporting officer and the curator *ad litem* and to such other persons as the sheriff thinks fit.

Applications to amend, or revoke a direction in, a parental order

15.—(1) An application under paragraph 3(1) of Schedule 1 to the Act of 1978, as modified and applied in relation to parental orders by Schedule 1 to the Regulations (amendment, or revocation of a direction in, a parental order), shall be made by petition to the court which pronounced the order.

(2) The sheriff may order the petitioners to intimate the petition to such persons as the sheriff thinks fit.

Registration of certified copy interlocutor

16. On the sheriff pronouncing an interlocutor making—

- (a) a parental order,
- (b) an amendment to, or revocation of a direction in, a parental order, or
- (c) a revocation of a parental order,

the sheriff clerk shall send a certified copy of that interlocutor to the Registrar General for Scotland in a sealed envelope marked “confidential”.

Extract of order

17. An extract of a parental order shall not be issued except by order of the court on an application to it—

- (a) where there is a petition for the parental order depending before the court, by motion in that process; or
- (b) where there is no such petition depending before the court, by petition.

(4) Section 29 of the Act of 1978 was amended by the Health and Social Services and Social Security Adjudications Act 1983 (c. 41), Schedule 2, paragraphs 43 and 44 and by the Children Act 1989 (c. 41), Schedule 10, paragraph 39.

(5) Section 27 was amended by the said Act of 1983, Schedule 2, paragraph 43.

Final procedure

18.—(1) After a certified copy of an interlocutor mentioned in rule 16 has been sent to the Registrar General for Scotland, the sheriff clerk shall forthwith—

- (a) place the whole process in an envelope bearing only—
 - (i) the name of the petitioners;
 - (ii) the full name of the child to whom the process relates; and
 - (iii) the date of the order; and
- (b) seal the envelope and mark it “confidential”.

(2) No person shall open a process referred to in paragraph (1) or inspect its contents within 100 years after the date of the parental order, except—

- (a) the person in respect of whom the parental order was made after he has reached the age of 17 years;
- (b) any other person or body entitled under section 45(5) of the Act of 1978, as modified and applied in relation to parental orders and applications for such orders by Schedule 1 to the Regulations, to access to the registers and books kept under section 45(4) of that Act, as so modified and applied, with the written authority of the person in respect of whom the parental order was made;
- (c) by order of the court on an application made by petition presented by another court or authority (whether within the United Kingdom or not) having the power to make a parental order for the purpose of obtaining information in connection with an application to it for such an order;
- (d) by order of the court on an application made by petition presented by any person; and
- (e) a person who is authorised in writing by the Secretary of State to obtain information from the process for the purpose of research designed to improve the working of human fertilisation and embryology law and practice.

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APPENDIX

FORM 1 Form of petition for parental order under section 30 of the Human Fertilisation and Embryology Act 1990

SHERIFFDOM OF *(insert name of sheriffdom)*

AT *(insert place of sheriff court)*

PETITION

of

[A.B.] *(designation and address)*

and

[C.D.] *(designation and address)*
[or serial number where one has been assigned]
Petitioners

for

**A parental order under section 30 of the
Human Fertilisation and Embryology Act 1990**

in respect of

[E.F.] *(name as in birth certificate)*

The petitioners condescend as follows

1. The petitioners are married to each other, are domiciled in Scotland and reside at *(state full address)*.
2. The petitioners are respectively _____ and _____ years of age.
3. *(State name of child, the subject of the petition)* is male *[or female]* and is _____ months old having been born on _____ at _____.
4. The child was received into the home of the petitioners on _____.
5. The child was carried by a woman other than the female petitioner as the result of the placing in her of an embryo *[or the placing in her of sperm and eggs]* *[or her artificial insemination]*.
6. The gametes of *(state which petitioner or if both state both petitioners)* were used to bring about the creation of the embryo of the child.
7. The child is not the subject of any other pending or completed court proceedings *(if the child is so subject give full details)*.
8. *(State full name and address of the father of the child)*, who is not the male petitioner, is the father of the child by virtue of section 28 of the Human Fertilisation and Embryology Act 1990 *[or otherwise]* and has freely and with full understanding of what is involved, agreed unconditionally to the making of the order sought.
9. *(State full name and address of the woman who carried the child)*, is the woman who carried the child and has freely and with full understanding of what is involved, agreed unconditionally to the making of the order sought.
10. No money or benefit, other than for expenses reasonably incurred, has been given or received by the petitioners for or in consideration of _____.

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- (a) the making of the order sought,
- (b) any agreement required for the making of the order sought,
- (c) the handing over of the child to the petitioners, or
- (d) the making of any arrangements with a view to the making of the order,

[other than (state any money or other benefit given or received by authority of the court and specify such authority)]

[[11.] The father of the child [and] [or] [the woman who carried the child] cannot be found (state the efforts which have been made to find the person(s) concerned) [or is [or are] incapable of giving agreement by reason of (state reasons)].]

The petitioners crave the court—

- 1. To order notice of the petition to be intimated to such person or persons as the court thinks fit.
- 2. To appoint a reporting officer and a curator *ad litem* to the child and direct them to report.
- 3. To dispense with the agreement of the father of the child [and] [or] [the woman who carried the child] who cannot be found [or who is [or are] incapable of giving agreement].]

[4.] On resuming consideration of this petition and the report by the reporting officer and the curator *ad litem*, to make a parental order in their favour under section 30 of the Human Fertilisation and Embryology Act 1990 in respect of the child.

[5.] To direct the Registrar General for Scotland to make an entry regarding the parental order in the Parental Order Register in the form prescribed by him giving _____ as the forename(s) and _____ as the surname of the child; and upon proof to the satisfaction of the court in the course of the proceedings to (follow hereon, to find that the child was born on the _____ day of _____ in the year _____ and is identical with the child to whom an entry numbered _____ and made on the _____ day of _____ in the year _____, in the register of births for the registration district of _____ relates; and to direct the Registrar General for Scotland to cause such birth entry to be marked with the words "Parental Order" and to include the abovementioned date of birth in the entry recording the parental order in the manner indicated in that form.

[6.] To pronounce such other or further orders or directions upon such matters, including the expenses of this petition, as the court thinks fit.

(Signed)

Male petitioner

(Signed)

Female petitioner

[or (Signed)]

Solicitor for petitioners

(Address).

FORM 2 Form of agreement for parental order under section 30(5) of the Human Fertilisation and Embryology Act 1990

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Rule 5(1)

in the
Petition
of
[A.B.] (*designation and address*)
and
[C.D.] (*designation and address*)
[or serial number where one has been assigned]
for
A Parental Order under the Human Fertilisation
and Embryology Act 1990
in respect of
[E.F.] (*name as in birth certificate*)

I, (*name and address*), being the father of the child by virtue of section 28 of the Human Fertilisation and Embryology Act 1990 [or otherwise] [or the woman who carried the child] hereby state—

(1) That I understand that the effect of the parental order for which application has been made will be to deprive me permanently of parental rights and duties relating to the child and to vest them in the petitioners; and, in particular, I understand that, if an order is made, I shall have no right to see or get in touch with the child or to have him [or her] returned to me.

(2) That I understand that the court cannot make a parental order in relation to the child without my agreement and the agreement of the woman who carried the child [or the father of the child, where he is not one of the petitioners] unless the court dispenses with an agreement on the ground that the person concerned cannot be found or is incapable of giving agreement.

(3) That I understand that when the hearing of the petition to determine the application for a parental order in relation to the child is heard, this document may be used as evidence of my agreement to the making of the order unless I inform the court that I no longer agree.

(4) That I freely, and with full understanding of what is involved, agree unconditionally to the making of a parental order in relation to the child.

(5) That I have not received or given any money or benefit, other than for expenses reasonably incurred, for or in consideration of—

- (a) the making of a parental order,
- (b) the execution of this agreement,
- (c) the handing over of the child to the petitioners, or
- (d) the making of any arrangements with a view to the making of a parental order,

[other than (*state any money or other benefit given or received by authority of the court and specify such authority*)].

I have signed this agreement: at (*place of signing*) on the day of

(*Signed by father of the child or woman who carried the child*)

This agreement was signed by before me at on
the day of

(*Signed*)
Reporting Officer
[or Witness
(*full name and address*)]

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FORM 3 Form of intimation of diet of hearing of application for a parental order under section 30 of the Human Fertilisation and Embryology Act 1990

Rule 12(3)

To: *(full name and address of person to whom this intimation is to be sent)*

You are given NOTICE that a hearing will take place at *(name of sheriff court)* Sheriff Court *(full address of court)* on *(date)* at *(time)* in relation to the child *(full name of child as given in the birth certificate)*

when the court will consider an application for a parental order under section 30 of the Human Fertilisation and Embryology Act 1990 in respect of the child.

You are [not] obliged to attend the hearing [unless you wish to do so].

If you do not attend this hearing the court may make an order as noted above.

[While the petition is pending you must not, except with the leave of the court, remove the child from the custody of the petitioners.]

[The court has been requested to dispense with your agreement to the making of an order on the ground[s] that *(specify ground(s))*.]

Date *(insert date)*

(Signed)

Male petitioner

(Signed)

Female petitioner

[or *(Signed)*

Solicitor for petitioners
(Address)]

FORM 4 Form of intimation of diet of hearing of minute by local authority

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Rule 13(4)

To: *(full name and address of person to whom this intimation is to be sent)*

You are given NOTICE that a hearing will take place at *(name of sheriff court)* Sheriff Court *(full address of court)* on *(date)* at *(time)* in relation to the child *(full name of child as given in the birth certificate)*

when the court will consider representations made by minute under rule 13 of the Act of Sederunt (Sheriff Court Parental Orders (Human Fertilisation and Embryology) Rules) 1994 in respect of the child. A copy of the minute is attached.

You do not need to attend this hearing if you do not wish to be heard by the court.

Date *(insert date)*

(Signed)

Local Authority

[or (Signed)

Solicitor for Local Authority
(Address)]

FORM 5 Form of intimation of diet of hearing of application under section 27(1) or 29 of the Act of 1978 as modified and applied in relation to parental orders

Rule 14(3)

To: *(full name and address of person to whom this intimation is to be sent)*

You are given NOTICE that a hearing will take place at *(name of sheriff court)* Sheriff Court *(full address of court)* on *(date)* at *(time)* in relation to the child *(full name of child as given in the birth certificate)*

when the court will consider a minute of application under rule 14 of the Act of Sederunt (Sheriff Court Parental Orders (Human Fertilisation and Embryology) Rules) 1994 in respect of the child. A copy of the application is attached.

You do not need to attend this hearing if you do not wish to be heard by the court.

Date *(insert date)*

(Signed)

Minuter

[or (Signed)

Solicitor for Minuter
(Address)]

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