

# Information on shared parenting and child contact during the Coronavirus closedown See our web site at <a href="https://www.sharedparenting.scot">www.sharedparenting.scot</a> for updates

#### **GUIDANCE**

We know that many separated families are having to make difficult decisions between ensuring that parents and children see each other and not increasing the health risks for those concerned.

Our normal advice is based on the advantages of children having full involvement of both parents after separation and there is a lot of research evidence supporting this. See this recent story on our web site: <a href="https://www.sharedparenting.scot/equal-parenting-time-is-a-public-health-issue/">https://www.sharedparenting.scot/equal-parenting-time-is-a-public-health-issue/</a>

You can see the guidance from the Family Courts in England and Scotland on our website at <a href="www.sharedparenting.scot">www.sharedparenting.scot</a> This spells out that travel for contact is an exception to current restrictions, recognising that at a time when children are anxious it is important that they see both of their parents. They need to know that both parents are well, and parents also will benefit from sharing the care while school is closed and going outside restricted for weeks or maybe months to come.

Of course, common sense should also apply. The households at both ends need to be clear of symptoms or contact with anyone identified as having contracted COVID-19. That is, the children are travelling from one clear household observing isolation to another.

That is why our current advice is to try and continue the movement of children between their parents. We are also encouraging people to try and have reasoned discussion of these issues and not to make any unilateral decisions. Good communication between parents is really important to make this work. We are about to launch an online training course on this issue.

If you can't agree or it is decided to not to have direct contact at this point then the guidance says contact should be replaced or even enhanced by phone calls and online links as much as possible so that the children can stay in touch with their other parent.

# **RESOLVING DISPUTES**

The Scottish court guidance states: "If there is a court order or formal agreement in place, you should try to stick to the arrangements it sets out unless you and the other person with parental responsibilities and rights agree to vary these. If you have a more informal arrangement with the other parent or carer, you should discuss how best to approach the situation and make a decision on whether a child is to move between homes after a sensible assessment of the circumstances, including the child's present health, the risk of infection and the presence of any recognised vulnerable individuals in one household or the other."

"Where parents do not agree to vary the arrangements set out in a court order, but one parent is sufficiently concerned that complying with the court order would be against current Government advice, then that parent may exercise their parental responsibility and vary the arrangement to one that they consider to be safe. If, after the event, the actions of a parent acting on their own in this way are questioned by the other parent in court, the court is likely to look to see whether each parent acted reasonably and sensibly in the light of the Government guidance in place at that time, together with any specific evidence relating to the child or family."

Although normal family court business has been suspended, urgent issues such as removal of children from their normal family home without agreement of the other parent or repeated refusal

to make children available for court-ordered contact may be considered urgent enough for the court to act. Other matters which might be considered urgent relate to the immediate welfare and safety of children.

Although family mediation would normally be another route to try and resolve these problems, we understand that family mediation services are not yet holding online mediation sessions, and face-to-face mediation cannot take place at present. You may be able to have an intake interview by phone to start the process – see contact details below.

If your lawyer is still at work you should ask them to raise the issue with the court covering your area as an urgent matter. They can also attempt to resolve these issues with the lawyer representing the other parent.

Party litigants and people whose lawyer is on furlough or otherwise unavailable should submit these concerns to the court operating within their own sheriffdom, using the email links noted below. You need to argue why this matter is important enough to be considered immediately. You should also email a copy of your submission to the opposing solicitor, to let them know you have approached the court and to seek any possibility of resolving the issue through agreement.

If you have a child welfare or other family court hearing due to take place soon it is very likely that the case has been frozen (sisted) by the court and will need to be restarted after the lockdown. If you have a proof hearing underway or already scheduled to start soon, you or your lawyer should contact the court urgently to explore whether it could be concluded or started in the near future by phone or online communication in order to provide the children and parents concerned with speedier resolution of the issues at question.

If you aren't able to use standard court forms for your submission, make sure that you include a note of the court which granted the order, the names of the people involved in the case (pursuer and defender) and the court reference number (Fxxx/20xx, where xxx is the reference number and 20xx is the year it was first raised in court).

The submission should also include the following information:

- A note of what you are asking the court to do, such as to order the other parent to answer
  why they have wilfully refused to obey the contact order, removed the child from his or her
  normal home or other action contrary to a court order
- Details of the court order that has been broken and why it is urgent and should be considered now.
- A brief account of what has happened keep this short and factual, not your opinion
- A final sentence stating that "The other parent should explain their failure to follow the court order to the court and if found guilty of wilful refusal the court should consider punishment."

Keep the details as short as you can – no more than one A4 page if possible.

See the appendix below for more details of what is happening in each court.

# **CONTACT CENTRES**

We understand that all face-to-face contact at centres throughout Scotland has been stopped during the closedown. Some centres are offering message box contact sharing messages, pictures and videos, sometimes daily. Others are offering a regular email update about, from or to your child. Frequency of messaging will be agreed in advance between both parents and the service. They are also passing on photographs or scanned drawings or videos of child (via WhatsApp). If you are using

this service to keep in contact with your child make sure that you are following the guidelines and try and keep messages positive and supportive of the other parent – remember that everyone is under stress at the moment.

Further details of what each contact centre is offering can be obtained from their web sites or by email as listed below or from Relationships Scotland <a href="https://www.relationships-scotland.org.uk/">https://www.relationships-scotland.org.uk/</a> (member organisations). Please note that some services may be limited in what response they can make at present due to closed premises or other factors.

- Relationships Scotland Borders: info@rsborders.org.uk
- Relationships Scotland Dumfries & Galloway: info@rsdg.org.uk
- Relationships Scotland Family Mediation South Lanarkshire: fmsouthlanark@btconnect.com
- Relationships Scotland Family Mediation Tayside & Fife: <a href="mailto:info@familymediationonline.co.uk">info@familymediationonline.co.uk</a> <a href="http://www.familymediationonline.co.uk">http://www.familymediationonline.co.uk</a>
- Relationships Scotland Family Mediation Highland: info@fmhighland.org
- Relationships Scotland Family Mediation West of Scotland: <a href="http://www.fmwest.org.uk/">http://www.fmwest.org.uk/</a>
   Glasgow fmwest@btconnect.com
   Kilmarnock fmayr@btconnect.com
- Relationships Scotland Orkney: enquiries@rsorkney.org.uk
- AVENUE (Aberdeen, Aberdeenshire, Moray) peterhead@avenue-info.com www.avenue-info.com
- Family Mediation Argyll & Bute: fms.argyll-bute@btconnect.com
- Family Mediation Central: fm.central@btconnect.com
- Family Mediation Lothian: info@familymediationlothian.org
- Hamilton Child Contact Centre: <a href="mailto:contactcentrestmarys@gmail.com">contactcentrestmarys@gmail.com</a>
  <a href="http://www.stmarysepiscopalhamilton.co.uk/Child-Contact-Centre.html">http://www.stmarysepiscopalhamilton.co.uk/Child-Contact-Centre.html</a>
- Helensburgh Child Contact Centre: coordinator@helensburghcontactcentre.org.uk
- Promoting Positive Contact (Glasgow): <a href="http://renfieldcontactcentre.co.uk/">http://renfieldcontactcentre.co.uk/</a>
- VSA Contact Centre (Aberdeen): <u>www.vsa.org.uk/children-and-families/contact-centre</u>

## **APPENDIX**

The following information about courts across Scotland has been extracted from local links on the SCTS web site at <a href="https://www.scotcourts.gov.uk/coronavirus--sheriffdom-hub-courts">https://www.scotcourts.gov.uk/coronavirus--sheriffdom-hub-courts</a>

The following business is classed as urgent in the Sheriff Court: Applications/motions relating to the care and protection of children, such as: child protection orders or child assessment orders, permanence order applications where an urgent interim order is sought, urgent applications in relation to parental responsibilities and rights, for example in relation to contact or residence proceedings under the Children's Hearings (Scotland) Act 2011, such as urgent appeals against a decision of a children's hearing or applications relating to interim compulsory supervision orders.

We have been advised that non-compliance with or variation of a contact order is included as long as it can be established that the matter is urgent and necessary.

## **Sheriff Court civil business**

- Civil business without witnesses will continue where possible. All hearings where witnesses are required will be adjourned.
- Where parties agree, a hearing may proceed on written submissions or via telephone or video conferencing.
- Motions and ancillary business will be dealt with electronically where possible.
- Documents due to be lodged can be posted to the offices or left at reception or public counters. Electronic submission will be accepted up to 20MB in size and placed on the ICMS system where competent

# **GLASGOW and Strathkelvin**

One court open: Glasgow

## General

- Unless otherwise provided for in this guidance, the court will make the orders set out below without the necessity of appearance.
- Where parties agree, a hearing may proceed on written submissions.
- The attention of practitioners is drawn to Practice Note No 1 of 20061<sup>1</sup>, the provisions of which should be utilised wherever possible.
- Any documents lodged electronically which would normally attract a fee must be accompanied by the account number to which the fee is to be charged.

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 $<sup>^{1}\,\</sup>underline{\text{http://www.scotcourts.gov.uk/docs/default-source/rules-and-practice/practicenotes/sheriff-court/glasgow-and-strathkelvin/pn01 2006.pdf?sfvrsn=11}$ 

# **Family Proofs**

- All family proofs will be adjourned to a date to be hereinafter fixed, which will be no earlier than August 2020. Other Family Cases
- In all family cases in which a proof has not been assigned, any and all existing hearings will be discharged administratively and the case sisted until further order of court.

## **Family Motions**

- Motions will be accepted by email and should be sent to GlasgowFamilyActions@scotcourts.gov.uk
- Should a motion be opposed a hearing will not automatically be assigned. In the first instance, parties will be invited to consider whether the motion could be disposed of by way of written submissions.
- Where a motion is to proceed by way of written submissions it will be allocated to a family sheriff who will make appropriate orders.
- If a motion is not to proceed by way of written submissions a hearing will be assigned. Parties should appreciate that the waiting time for an opposed motion hearing may be considerably longer than normal

Email: GlasgowFamilyActions@scotcourts.gov.uk

# **LOTHIAN AND BORDERS**

One court open: Edinburgh (transfer from Livingston, Selkirk and Jedburgh)

The family court sheriffs met on Friday 20 March to discuss how best to progress family business during the current pandemic & thought that it would be helpful to provide guidance with the Sheriff Principal's approval. We have agreed on some general principles & three specific areas which will require to be targeted as follows:

1. In respect of proof weeks between now & the end of May 2020, agents are asked to review the proof allocation. Individual sheriffs will also review the cases due to call in his or her sitting. In line with wider guidance, the norm will be that proofs will be discharged unless agents contact the court by 4pm on Wednesday 25 March to set out exceptional circumstances.

Any such submission should be mindful that the court may not be able to allow the proof to proceed having regard to considerably reduced staffing, reduced shrieval availability, availability of witnesses & technology & wider public health concerns. In addition to setting out exceptional circumstances, agents must address how it is proposed that evidence will be led and the practicality of such arrangements. Agents are encouraged to discuss matters in detail with the other party's agent before making such a submission. Once the court has the submission, a telephone conference can be arranged with the sheriff to consider the submission. Please be mindful of the unprecedented nature of the current public health concerns when seeking to argue exceptional circumstances.

3. From 23 March, a duty sheriff will triage cases. This will include consideration of all child welfare hearings from 30 March to 31 May inclusive, with a view to discharging them ex proprio motu or contacting parties in cases which appear urgent to explore whether the hearing should still take place (for example, cases where the purpose of the hearing is to monitor contact which appears to be working well, may be discharged). Clearly, if urgent issues arise in those or any other actions, such issues can be brought to the court's attention by motion. Any such motion should set out fully & carefully the urgency. Discussion with the other party's agent should take place in advance to seek resolution failing which the duty sheriff will consider the most appropriate way in which to hear representations which is likely to be by written submissions & telephone conference. In relation to

the discharge of proof diets, please be mindful that the discharge of a proof does not preclude continuing negotiations & any joint minutes will be processed. Every effort should be made to settle actions where possible, especially in light of the pressure on future diets post-pandemic. Finally, please be aware that the sheriff clerk's office is under considerable pressure. This is exacerbated by repeated telephone calls & emails asking about individual cases. We do appreciate that there has been uncertainty about how business will be managed but hope that this provides clarity.

Contact email: edinburghfamily@scotcourts.gov.uk

## **TAYSIDE, CENTRAL and FIFE**

Two courts open: Dundee (transfer from Forfar and Perth) and Falkirk (transfer from Stirling, Alloa, Dunfermline and Kirkcaldy)

This guidance sets out the arrangements for the management of civil business in the Sheriffdom of Tayside Central and Fife with immediate effect.

#### General

Unless otherwise provided for in this guidance, the court will make the orders set out below without the necessity of appearance. Any documents lodged electronically which would normally attract a fee must be accompanied by the account number to which the fee is to be charged. All new actions, summary cause applications, simple procedure causes and summary applications should be sent in the normal way to the local court. Any action in which time bar may be an issue and which emanates from Dundee, Forfar and Perth Sheriff Court districts should lodged in Dundee Sheriff Court and those emanating from Alloa, Dunfermline, Falkirk, Kirkcaldy and Stirling Sheriff Courts should be lodged in Falkirk Sheriff Court. The sheriff clerk at Dundee will accept the Perth and Forfar timebar actions for warranting and the sheriff clerk in Falkirk will accept Alloa, Dunfermline, Kirkcaldy and Stirling time bare actions for warranting. Any administrative work relating to the timebar cases will be dealt with in Dundee and Falkirk respectively.

# **Emergency applications**

Emergency applications such as Adults with Incapacity applications, Social Work Referrals, Child Protection Orders and the like emanating from Dundee, Forfar and Perth Sheriff Court districts should all be raised in Dundee Sheriff Court and those emanating from Alloa, Dunfermline, Falkirk, Kirkcaldy and Stirling Sheriff Courts should be raised in Falkirk Sheriff Court until further notice. The sheriff clerk at Dundee will accept Perth and Forfar applications for warranting and the sheriff clerk in Falkirk will accept Alloa, Dunfermline, Kirkcaldy and Stirling applications for warranting. All administrative work relating to these cases will be dealt with in Dundee and Falkirk respectively, however in the current circumstances, there will inevitably be delays in processing until further notice.

# **Ordinary Proofs**

No ordinary proofs will be assigned for a date prior to August 2020. All previously assigned proofs will be adjourned to a date to be hereinafter fixed, which will be no earlier than August 2020. In each of these cases, the sheriff clerk will assign a pre-proof hearing to take place in July at which parties will be expected to advise the court on preparation for the proof. To ensure that actions are dealt with efficiently and are not constrained by rules of procedure, the sheriff may make such order as the sheriff thinks fit for the progress of the case.

#### All Motions

Motions will be accepted by email and should be sent to dundee@scotcourts.gov.uk. Unless the motion is urgent, there will inevitably be delays in processing until further notice. Should a motion be opposed a hearing will not automatically be assigned. In the first instance, parties will be invited to consider whether the motion is urgent and arises out of an emergency situation and if so whether it is capable of being disposed of by way of written submissions. Where a sheriff considers the motion is to proceed by way of written submissions the sheriff will make appropriate orders. If the motion is presented to a court within the sheriffdom which is not the court of origin, the parties must provide the court with an electronic copy of the latest version of the pleadings and electronic copies of all productions and other documents upon which they wish to rely along with the motion. If the sheriff considers it essential to hear the parties' agents, rather than utilising written submissions, the sheriff clerk will notify agents accordingly but again parties should appreciate that the waiting time for a hearing may be considerably longer than normal. Summary Cause, Summary applications and miscellaneous actions The above court cases will be continued for a period of 16 weeks until further notice.

## Social Work Referrals

No proofs will be assigned for a date prior to August 2020. The court will give effect to agreements reached by parties in respect of cases assigned to call within the procedural courts without the necessity of appearance. Parties may communicate agreed positions to the court by email to dundee@scotcourts.gov.uk. All social work referral proofs will be discharged administratively and a new diet fixed for 12 weeks after the date or dates previously assigned. Applications to extend interim compulsory supervision orders will be dealt with administratively if parties are in agreement. Adoptions & Permanence Orders All procedural callings of adoption and permanence order cases will be continued for a period of 16 weeks until further notice. All adoption and permanence order proofs will be adjourned to a date to be hereinafter fixed, which will be no earlier than August 2020.

## **Family Proofs**

All family proofs will be adjourned to a date to be hereinafter fixed, which will be no earlier than August 2020 and will be subject to a pre-proof hearing.

## Other Family Cases

In all family cases in which a proof has not been assigned, any and all existing hearings will be discharged administratively and the case sisted until further order of court.

Email: <u>Dundee | @scotcourts.gov.uk</u> and <u>falkirk@scotcourts.gov.uk</u>

# **GRAMPIAN, HIGHLANDS and ISLANDS**

Two courts open: Inverness (transfer from Elgin, Fort William, Tain, Wick and the Island Courts - except Lerwick) and Aberdeen (transfer from Peterhead, Banff and Lerwick)

This guidance sets out the arrangements for the management of civil business in the Sheriffdom of Grampian, Highland and Islands with immediate effect.

General

The court will make the orders set out below without the necessity of appearance. Ordinary Causes and Summary Applications All ordinary causes and summary applications, including, for the avoidance of doubt, family causes and first callings, will be continued for a period of 16 weeks until further notice. In particular, no ordinary proofs or debates or other hearings will be assigned for a date prior to August 2020. All previously assigned ordinary proofs or debates or other hearings will be adjourned to a date to be hereinafter fixed, which will be no earlier than August 2020.

#### Social Work Referrals

All social work referral proofs will be discharged and a new diet fixed for 16 weeks after the date or dates previously assigned. Applications to extend interim compulsory supervision orders will be dealt with administratively if parties are in agreement.

# Adoptions & Permanence Orders

All procedural callings of adoption and permanence order cases will be continued for a period of 16 weeks until further notice. All adoption and permanence order proofs will be adjourned to a date to be hereinafter fixed, which will be no earlier than August 2020.

# Exceptions

Notwithstanding the foregoing guidance, the court will consider any matter which it regards as urgent on cause being shown, including the lodgement of caveats, applications for child protection orders, applications for interim interdict and applications in relation to adults with incapacity. In addition, the court will consider any application by way of initial writ, summary application, motion or otherwise where a statutory or common law time limit applies to the cause of action and steps are required to ensure 3 compliance with same, in which case unless on cause shown the court will take the minimum steps required to ensure such compliance, but otherwise continue the cause of action until a date afterwards to be fixed, but not before August 2020.

Email: inverness@scotcourts.gov.uk and aberdeen@scotcourts.gov.uk

## **NORTH STRATHCLYDE**

Two courts open: Paisley (transfer from Greenock and Dumbarton) and Kilmarnock (transfer from Dunoon, Oban and Campbeltown)

This guidance amends "Coronavirus – Guidance in respect of Civil Business No. 1 of 2020" of 24 March 2020. Ordinary and Family business

All ordinary and family court business will be continued for a period of 8 weeks until further notice. This will include peremptory diets. Subject to this modification the guidance contained within Coronavirus – Guidance in respect of Civil Business No. 1 of 2020" of 24 March 2020 continues to apply.

Coronavirus Sheriffdom of North Strathclyde Guidance in respect of Civil Business No. 1 of 2020 This guidance sets out the arrangements for the management of civil business in the Sheriffdom of North Strathclyde with effect from Wednesday 25 March 2020.

General

All hearings where witnesses are required will be adjourned. Where possible these will be discharged administratively prior to the calling date. No new ordinary proofs will be assigned for a date prior to August 2020. The aim is during this period to keep personal attendance at court to the bare minimum. To that end, on 31 March 2020 all proofs currently fixed for April May and June 2020 will be adjourned ex proprio motu to a date to be afterwards assigned. If a party opposes the adjournment and wishes to make representations for a different approach in a particular case they should intimate their written submission to the other party and the court by 30 March.

A sheriff will then consider the submission or submissions and make such order as they determine best serves the interests of justice. Wherever possible ordinary and family civil business without witnesses will continue. Matters calling the ordinary court can be dealt with by agreement and an email confirming any agreed position should be submitted to the court. If matters remain disputed parties are encouraged to agree for the court to determine the matter on written submissions which should be exchanged and then lodged by email at least 48 hours prior to the hearing. Parties should agree timescales for the preparation and exchange of written submissions for debates and advise the court of an agreed position or of their respective views in order and interlocutor may be issued. 2 The requirement for wet signatures on any document to be lodged is suspended and all documents may be lodged electronically. Where the lodgement of documents will attract a fee the electronic submission must include details of the account number to which the fee is to be charged. Parties are requested where possible to lodge motions by email. Where parties agree to an opposed motion being dealt with by way of telephone conference or on the basis of written submissions this should be clearly confirmed in the email along with the names and contact details for all participants in the case teleconferencing or with written submissions attached. The clerk will seek to identify a suitable time and day for the motion to be dealt with. Documents such as affidavits and productions should be lodged with the court by email to the court's generic in-box wherever possible. The limit in size for any document is 20MB. It is anticipated that simple procedure cases which cannot be resolved will be paused for 6 months. Unless a party intimates to the court that a summary cause or small claims action is of particular urgency, not later than 31 March it will be sisted. New simple procedure and summary cause cases received after today will not be registered until the public health situation is returning to normal. Essential Urgent Business Where a party believes they require essential urgent business to be dealt with they should advise the court by email and the request will be placed before a sheriff for consideration.

Email: paisley@scotcourts.gov.uk and kilmarnock@scotcourts.gov.uk

## SOUTH STRATHCLYDE, DUMFRIES and GALLOWAY

Two courts open: Hamilton and Dumfries

This guidance sets out the current arrangements for the management of civil business and takes place immediately. This guidance supersedes practice note number 1.

- All new civil applications will continue to be registered today, if staff are available to do so. Please would everyone avoid lodging non-urgent/ non-time barred cases or applications.
- Emergency legislation is being considered to allow applications to be received electronically. Pending this change, from 9 a.m. on 25 March 2020, please email any urgent case/application to one of the Courts noted below and follow that with a hard copy.

- From 9 a.m. on 25 March 2020 any urgent / time barred applications or cases for Airdrie, Ayr, Hamilton and Lanark Courts should be lodged with Hamilton Sheriff Court. Hamilton@scotcourts.gov.uk. Telephone Number 01698 282957. From 9 a.m. on 25 March 2020 any urgent/time barred applications or cases for Stranraer and Dumfries Courts should be lodged with Dumfries Sheriff Court. Dumfries@scotcourts.gov.uk. Telephone Number 01387 262 334. 2 20 March 2020 All urgent business should be conducted by telephone conference call or by written submissions except on cause shown. Please email or telephone one of the two Sheriff Courts specified above to provide contact details (including where possible those of the opposing party) and be allocated a specified time-slot. Please mark your email as urgent.
- All current civil cases will be adjourned for about 16 weeks from the date each case was due to call. Local court loadings will be used to identify new dates, which will be intimated to parties in due course. Please contact one of the two Courts specified above to identify any case which cannot be so adjourned because of its urgent nature. Please do likewise for any urgent interim orders which are required. As noted above telephone conference calls or written submissions should be used for any hearings.

Email: <u>hamiltoncivil@scotcourts.gov.uk</u> and <u>Dumfries@scotcourts.gov.uk</u>

# **COURT OF SESSION**

- 1. This guidance has effect from 21 April 2020 and will cease to have effect from 10 May 2020 unless extended. The guidance will be subject to ongoing review.
- 2. The purpose of this guidance is to facilitate insofar as is possible the efficient disposal of court proceedings in the Court of Session during the ongoing Covid-19 emergency.
- 3. Schedule 4 Part 1 1 of the Coronavirus (Scotland) Act 2020 enables the use of electronic signature and electronic transmission of court documents. Where a document requires to be signed electronic signature will be accepted in accordance with Schedule 4. Part 1 2 of Schedule 4 of the Act suspends the requirement for physical attendance at court unless the court directs otherwise. Under these provisions all hearings in the Court of Session will be conducted remotely until further notice.

## **Outer House**

Ordinary, Family, Personal Injury and Petition business

- 12. With effect from 21 April 2020 most procedural hearings in Outer House actions will proceed as scheduled. Some By Order hearings (predominantly those arising from a failure to comply with a step of process, expired sists etc.) will be cancelled administratively and will come out again By Order on a future date.
- 13. The preferred approach to conducting procedural hearings will be by teleconference. Hearings may proceed by way of written submissions with the agreement of the court. All parties will be contacted by a clerk of court to confirm the manner in which hearings will be conducted and make the necessary technical arrangements. All teleconference joining instructions and access codes will be provided by the clerk of court.
- 14. All documents required for procedural hearings in the Outer House will require to be provided in electronic form. Where hard copy papers have already been lodged for procedural hearings that will call before 11 May parties are likely to be required to provide electronic copies of those documents. Clerks of court will advise where electronic documents are required.

## Appearance at remote hearings

- 15. Any party attending a court hearing by WebEx video or teleconference call is expected to maintain equivalent standards of behaviour as if they were attending the Court physically. Parties must ensure a quiet and secure space for their participation in the remote hearing.
- 16. As with other court proceedings, the recording of a court hearing conducted by video or teleconference call is not permitted without the consent of the Court.

#### Mailboxes

- 18. Urgent ordinary, family, personal injury and petition business, includingurgent motions, and all caveats should continue to be emailed to <a href="mailto:CoSurgent@scotcourts.gov.uk">CoSurgent@scotcourts.gov.uk</a> Please do not use this email address for nonurgent business. The CoSUrgent mailbox will be monitored during working hours and urgent matters put before a judge for consideration. Urgent matters relating to child abductions, interim interdicts and other matters on cause shown will continue to be prioritised.
- 19. All non-urgent ordinary, family, personal injury and petition business should be emailed to the following generic mailboxes:
- 2 Ordinary and Family departments gcs@scotcourts.gov.uk
- 20. Monitoring of these inboxes will recommence with effect from 21 April. Emails will be dealt with in order of date received, commencing with correspondence received in the week beginning 23 March. The staff resource available to deal with non-urgent correspondence remains limited and it will take time for the backlog of correspondence to be dealt with. Updates on progress with dealing with non-urgent correspondence in all mailboxes will be issued on our Twitter account @SCTSSupremeCourts.