

## How to Submit a Form G6 Motion (Ordinary Cause)

A Form G6 Motion is the form used to ask the sheriff to make an order in an Ordinary Cause family case (for example, to request a sist (a halt) or an application for a specific issue order).

A Form G6 must be intimated (sent to the other side) in accordance with Chapter 15 of the Ordinary Cause Rules.

If you are asking for a sist, you must clearly explain the reason within the motion.

### 1) Complete the form

Your motion should include:

- the court name and case reference
- whether you are the pursuer or defender
- the exact order you want the sheriff to make

### Reasons for order

### 2) Intimate the Motion to Every Other Party

- Rule 15.2 allows intimation by: any method permitted under Chapter 5 (citation, service and intimation), or
- if the other party has a solicitor, by:
  - Personal delivery
  - First-class post
  - Fax
  - Document exchange (DX)

### 3) Use Form G7 (Intimation of Motion)

The rules require intimation to be done using Form G7, together with:

- a copy of the completed Form G6
- any documents referred to in the motion

Need support? Shared Parenting Scotland provides support to parents navigating separation.



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### 4) Allow Time for Opposition

After intimation, the other party normally has 7 days to lodge opposition using Form G9.

The sheriff may shorten or dispense with this period if:

- You ask for this in the motion, and
- You provide clear reason

### 5) Lodge the Motion with the Sheriff Clerk

Once intimation has taken place, you must lodge with the court:

- Form G6 (the motion)
- Form G8 (Certificate of Intimation), confirming when and how intimation was made
  - e.g. postal receipt or email read receipt
- Any supporting documents (if not already lodged)

## Note on Email Motions

Courts allow motions to be lodged by email, but please check as this can be dependant on the type of case and local court practice.

Always check with the sheriff clerk before relying on email filing.

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