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SCHEDULE

Paragraph 2(4)

FORM 2A Form of warrant of citation

Rule 3.18.3(1)

(Insert place and date). Grants warrant to cite *(insert name and address of parties specified by sheriff principal)* by serving upon them a copy of the writ and warrant on a period of notice of 21 days and ordains them if they wish to oppose the application—

- (a) to lodge answers within the period of notice; and
- (b) to be represented within the Sheriff Court House *(insert place and address of sheriff court)* [in Room No. , or otherwise, as the case may be], on the day of at o'clock noon [*or otherwise, as the case may be*].

Signed
Sheriff [*or sheriff clerk*]

FORM 3A Form of citation for summary application

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Rule 3.18.3(2)

CITATION FOR SUMMARY APPLICATION

SHERIFFDOM OF *(insert name of sheriffdom)*

AT *(insert place of sheriff court)*

[A.B.], *(insert designation and address)*, Applicant

against

[C.D.], *(insert designation and address)*, Respondent

Court ref. no.

(Insert place and date). You [C.D.] are hereby served with this copy writ and warrant, and are required to answer it.

If you wish to oppose the application, you—

- (a) must lodge answers with the sheriff clerk at *(insert place and address of sheriff court)* sheriff court, *(insert address)* not later than *(insert date)*, and at the same time, send a copy of the answers to the Applicant; and
- (b) should be represented within the Sheriff Court House *(insert place and address of sheriff court)* [in Room No. , or otherwise, as the case may be] on the day of at o'clock noon [*or otherwise as the case maybe*].

PLEASE NOTE THAT IF YOU DO NOTHING IN ANSWER TO THIS DOCUMENT the court may regard you as admitting the appeal and the Applicant may obtain decree against you in your absence.

Signed

[P.Q.], Sheriff Officer,
or [X.Y.] *(add designation and business address)*
Solicitor for the Applicant