Ordinary Court Webex hearings every Thursday.

said hearing to take place by way of WebEx;

Directs parties to intimate to the Sheriff Clerk contact details, including email addresses, telephone number and name of the person who will conduct the hearing for each party and to lodge same with the Sheriff Clerk, Glasgow by email to [GlasgowCourtTeam@scotcourts.gov.uk](mailto:GlasgowCourtTeam@scotcourts.gov.uk) **no later than 5pm on Thursday (*Date – week before the court)***

*Sheriff signature*

**NOTE:**

The following naming convention should be used for the subject line of all e-mails submitting electronic documents to be lodged in process: **Hearing type and date - Case name - Case Reference number - Nature of Document** (e.g. Option hearing 6 July 2023 - A Smith v B Jones – A908-20 – Defences).