

## **ELECTRONIC PRESENTATION OF COURT DOCUMENTS – DEMONSTRATION BY MCNEILL AND CADZOW**

### **Purpose**

1. To provide the Committee with an overview of the work of McNeill and Cadzow ahead of their demonstration about the electronic presentation of court documents. McNeill and Cadzow have provided a brief summary of their demonstration which can be seen at **Paper 4.1A**.

### **Background**

2. McNeill and Cadzow is an Edinburgh business specialising in the production of court documents for the legal profession. They have been invited to provide a short presentation to the Committee on the theme of electronic documents and the digital courtroom. This will provide some context around points discussed in the Rules Rewrite Discussion Paper No.7 on ICT in the Civil Courts (**Paper 4.2A**), particularly in respect of electronic lodging of documents, adjustment of pleadings and the use of memory sticks.
3. McNeill and Cadzow create court documents from various source materials (electronic, handwritten, photocopies or a mix) by converting them into a single secured electronic PDF file. The file is fully searchable and navigable and allows the user to make comments or highlight text in the document. Final and working copies are available alongside each other for the user.
4. The practical application of electronic documents such as those produced by McNeil and Cadzow is currently limited to actions on the summar roll where the court has appointed parties to lodge electronic documents. This is set out in *Court of Session Practice Note No.3 of 2015* (a copy of which can be seen at **Paper 4.1B** for reference). New Court of Session practice notes encouraging the submission of documents in electronic format by email or memory stick in Commercial, Outer House and Judicial Review actions have also been drafted and are being consulted on at the time of writing.

### **Recommendations**

5. **The Committee is invited to note this paper, along with Papers 4.1A-B, and, following the demonstration, to put any questions to McNeill and Cadzow that members consider appropriate.**

**Scottish Civil Justice Council Secretariat**

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