

# CIVIL ONLINE - COURT OF SESSION



## LEGAL PROFESSIONALS GUIDANCE

Version 1.0 (October 2025)

# Table of Contents

1. Overview.....	2
2. Tracking Court of Session cases on Civil Online.....	3
2.1 Welcome to Civil Online.....	3
2.2 My cases.....	4
2.3 Inventory of Process.....	6
2.4 Multiple document view.....	6
2.5 Hearing schedule.....	7
2.5 Timetable.....	7
3. Submitting documents.....	8
3.1 Upload documents.....	9
3.2 Lodging productions.....	12
3.3 Documents with fees.....	13
3.4 Fee exemption.....	14
3.5 Confirmation of your submission.....	15
3.6 Pending documents.....	16

# Overview

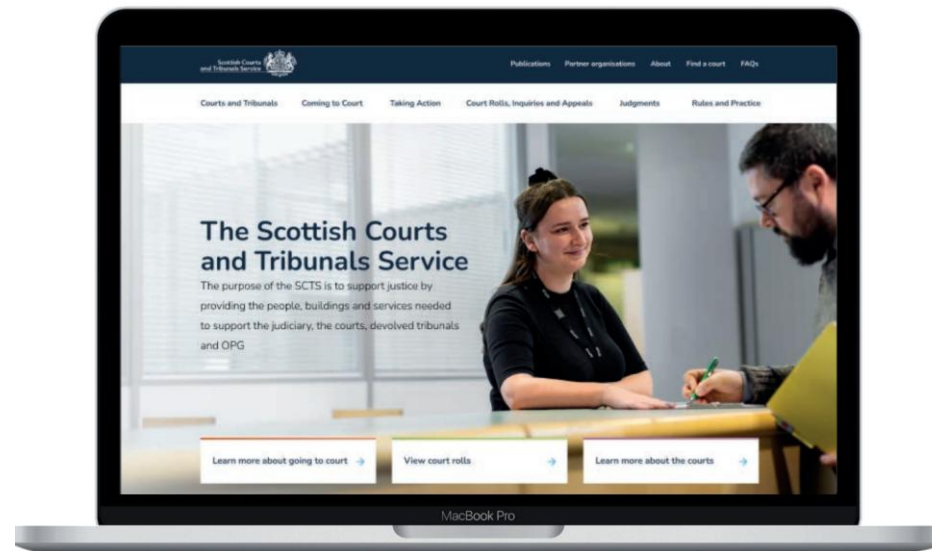
Court of Session users of Civil Online can now submit non-initiating documents directly through Civil Online. This guidance will explain the document submission process and how to use the existing case tracking feature.

At present, initiating documents (such as summons, petitions, defences, answers etc.) and motions cannot be submitted to the Court of Session via Civil Online. Current practices should continue when lodging these documents. Future development will allow users to raise and respond to actions directly via Civil Online, as well as enrolling motions on the platform. Full details on these features will be communicated in due course.

To submit documents that attract a fee, the solicitor or legal professional's office must have an SCTS credit account, or the client must be fee exempt, as payment by card is not available.

## Benefits of using Civil Online include:

- Increased security when submitting documents, ensuring sensitive information is handled safely.
- Reduced manual uploading, streamlining the process for both solicitors and court staff.
- Less reliance on email correspondence, making the process more efficient, traceable, and reliable.



# TRACKING COURT OF SESSION CASES ON CIVIL ONLINE

## Welcome to Civil Online

After logging into Civil Online, click on the 'My cases' panel.

The screenshot displays the Civil Online user interface. At the top left, the logo for the Scottish Courts and Tribunals Service is visible next to the text 'Civil Online'. On the top right, there are navigation links for 'User Admin', 'Home', and 'Logout'. The main heading is 'Welcome to Civil Online'. Below this, there is a dropdown menu for 'Select an office \*' with the selected office being 'The Mackay Partnership First address line, Parliament House 11 Parliament Square, Third address'. A checkbox labeled 'Set as default office' is checked. The main content area consists of a grid of seven panels, each with a title and a brief description. The 'My cases' panel is highlighted with a red border. At the bottom of the page, there is a dark blue footer bar containing links for 'Accessibility', 'Cookies', 'Privacy', and 'Feedback'.

Panel Title	Description
<b>My cases</b>	Track the progress of a case. Access and submit case documents.
<b>My caveats</b>	Track or renew existing caveats.
<b>New caveat</b>	Submit a new caveat.
<b>New simple procedure claim</b>	Submit a new simple procedure claim.
<b>New simple procedure response</b>	Submit a new simple procedure response.
<b>My drafts</b>	Complete an unfinished submission.
<b>New ordinary procedure action</b>	Submit a new ordinary procedure action. Account payments, fee exemption and legal aid only.
<b>New ordinary procedure response</b>	Submit a new ordinary procedure response. Late responses can not be submitted via civil online. Account payments, fee exemption and legal aid only.

Accessibility [Accessibility](#) [Cookies](#) [Privacy](#) [Feedback](#)

## My cases

On the 'My cases' page, use the filters and search bar to locate the case you'd like to track.

Scottish Courts and Tribunals Service | Civil Online

User Admin Home Logout

**!** Documents lodged as productions will be deleted once the case, and any appeal, has concluded. This is necessary for compliance with civil procedure rules and data protection legislation. You should retain a copy of any document you wish to keep permanently. [Dismiss](#)

## My cases

Search (minimum of 3 characters required)

search for a case reference or party name [Clear All](#)

Case status: All Case type: All Court: Court of Session

Showing 226 to 229 of 229 entries

Reference	Case name	Case type	Status	Action
<a href="#">COS-CA478-25</a>	Big Company Limited v Haulin Cube Inc.	Commercial	Registered	<a href="#">Submit documents</a>
<a href="#">COS-F922-25</a>	Usman Stevenson v Joe Bloggs	Divorce and Dissolution	Registered	<a href="#">Submit documents</a>
COS-F54-23	Tiago Haines v Doris Rose	Divorce and Dissolution	Registered	<a href="#">Submit documents</a>
<a href="#">COS-A605-25</a>	Asiya Long v Joshua Trevino	Damages	Registered	<a href="#">Submit documents</a>

Showing 226 to 229 of 229 entries [Previous](#) 1 ... [7](#) [8](#) [9](#) [10](#)

[Accessibility](#) [Cookies](#) [Privacy](#) [Feedback](#)

Case tracking functionality is not available for cases registered before 1st August 2024. Cases which can be tracked will have a hyperlinked case reference. Clicking this link will take you to the relevant case tracker page.

# Case tracker

1

[Submit documents](#)

Reference	Case Name	Status
COS-CA478-25	Big Company Limited v Haulin Cube Inc.	Defended

## Pending Documents

There are no pending documents available.

## Case details

3

Inventory of process		Hearing schedule	
#	Date	Type	Lodged by
1	30 Sep 2025	<a href="#">Summons</a>	Big Company Limited, First Pursuer
2	30 Sep 2025	<a href="#">Certified copy of Summons</a>	Big Company Limited, First Pursuer
3		2 <a href="#">Interlocutors (2)</a>	
4		Motions (0)	
5	01 Oct 2025	<a href="#">Minutes of Proceedings (1)</a>	
6		<a href="#">Pursuer's Productions (2)</a>	Big Company Limited, First Pursuer
7	01 Oct 2025	<a href="#">Defender's Productions (1)</a>	Haulin Cube Inc., First Defender
8	30 Sep 2025	<a href="#">Defences</a>	Haulin Cube Inc., First Defender

< Back

The table at the top of the page (highlighted as 1) provides details of the case that you are tracking such as the court reference, case name and status. Above this there is a button to “Submit Documents” for this case. That functionality is covered later in this guidance

## Inventory of process (IoP)

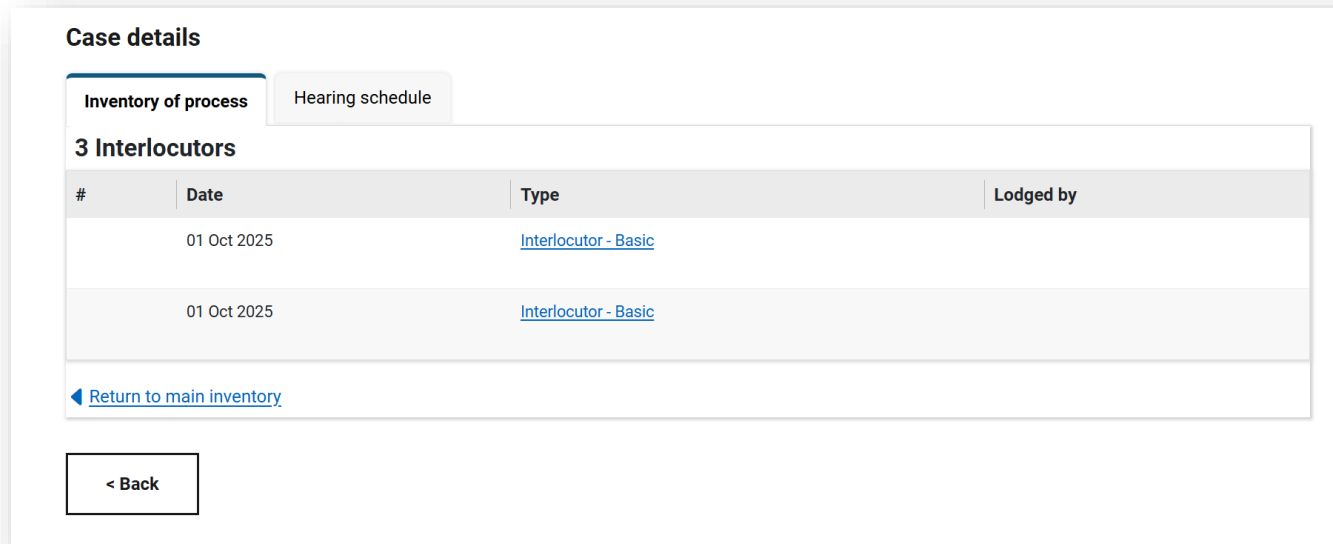
The Inventory of Process is designed as a replica of the digital inventory of process on ICMS (which is the case management system used by court staff and judges). This digital inventory of process follows the same numbering system that was used for paper processes within the Court of Session.

Items 1-7 are set documents and parts of process. If a document is lodged or issued that falls into one of these set document categories it will show in the appropriate section. For example Interlocutors will be number 3 of process, Motions as number 4 and Productions are set as 6 for the pursuer and 7 for the defender. Any documents that don't fall into the pre-set categories are given the next number of process and will be hyperlinked in order to click and view.

If a document type is hyperlinked, users can click the hyperlink to view the document which will open in a new tab where users can print or save the document should they wish. There may be occasions where there is no hyperlink to view the document and instead the document appears in plain black text. This is expected behaviour when no document has been uploaded to ICMS or a document has been hidden by court staff.

## Multiple document view

Numbers 1 -7 of process are capable of having multiple documents contained therein. If there is more than one document within a document type, then the number of documents will be indicated in brackets (highlighted as 2). When there are multiple documents and a user clicks on the document type this will open a sub -level view, where users can see all the documents of that type (see image below).



**Case details**

**Inventory of process** | Hearing schedule

**3 Interlocutors**

#	Date	Type	Lodged by
	01 Oct 2025	<a href="#">Interlocutor - Basic</a>	
	01 Oct 2025	<a href="#">Interlocutor - Basic</a>	

[◀ Return to main inventory](#)

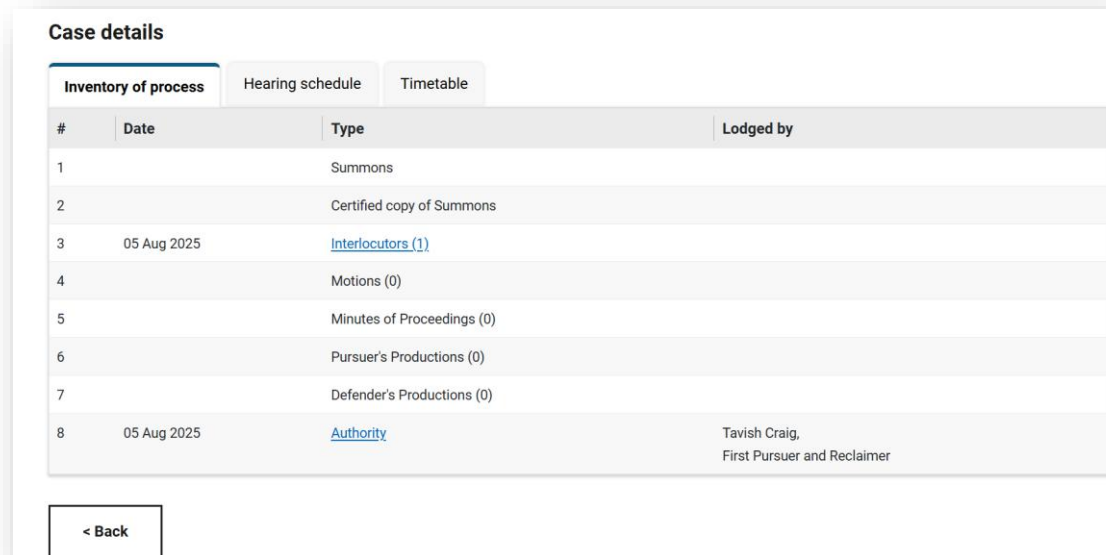
[< Back](#)

## Hearing Schedule

This tab (highlighted as 3) is populated with any hearings that are scheduled or taken place. If there are no hearings a message stating “No hearings to display” will show

## Timetable

This tab will only display for personal injury actions (see image below). The timetable is created when an allocated proof hearing is assigned. If a timetable has not yet been created the following message will be shown “Timetable has not been created in this case. It will be created when Allocated proof hearing is scheduled”. Timetables in an action can be updated by court staff to enter the date events have been completed or amend the dates accordingly. A user can opt to print the timetable. The timetable therefore has a message advising users that the information displayed is correct as of the time and date the page is loaded.



**Case details**

Inventory of process | Hearing schedule | Timetable

#	Date	Type	Lodged by
1		Summons	
2		Certified copy of Summons	
3	05 Aug 2025	<a href="#">Interlocutors (1)</a>	
4		Motions (0)	
5		Minutes of Proceedings (0)	
6		Pursuer's Productions (0)	
7		Defender's Productions (0)	
8	05 Aug 2025	<a href="#">Authority</a>	Tavish Craig, First Pursuer and Reclaimer

< Back

## Pending Documents

This functionality will be explained later in this guidance, within the ‘Submitting Documents’ section.



# SUBMITTING DOCUMENTS

Documents can be submitted by clicking one of the 'Submit documents' links. These links can be found on the 'My cases' list, and on the 'Case tracker' page.

### My cases

Search (minimum of 3 characters required)  
search for a case reference or party name Clear All

Case status: All | Case type: All | Court: Court of Session

Showing 226 to 229 of 229 entries

Reference	Case name	Case type	Status	Action
<a href="#">COS-CA478-25</a>	Big Company Limited v Haulin Cube Inc.	Commercial	Defended	<a href="#">Submit documents</a>
<a href="#">COS-F922-25</a>	Usman Stevenson v Joe Bloggs	Divorce and Dissolution	Registered	<a href="#">Submit documents</a>
<a href="#">COS-F54-23</a>	Tiago Haines v Doris Rose	Divorce and Dissolution	Registered	<a href="#">Submit documents</a>
<a href="#">COS-A605-25</a>	Aisya Long v Joshua Trevino	Damages	Registered	<a href="#">Submit documents</a>

Showing 226 to 229 of 229 entries [Previous](#) 1 - 7 8 9 10

### Case tracker

[Submit documents](#)

Reference	Case Name	Status
COS-CA478-25	Big Company Limited v Haulin Cube Inc.	Defended

#### Pending Documents

There are no pending documents available.

#### Case details

[Inventory of process](#) | [Hearing schedule](#)

#	Date	Type	Lodged by
1	30 Sep 2025	<a href="#">Summons</a>	Big Company Limited, First Pursuer
2	30 Sep 2025	<a href="#">Certified copy of Summons</a>	Big Company Limited, First Pursuer
3		<a href="#">Intellocutors (2)</a>	
4		Motions (0)	
5	01 Oct 2025	<a href="#">Minutes of Proceedings (1)</a>	
6		<a href="#">Pursuer's Productions (2)</a>	Big Company Limited, First Pursuer
7	01 Oct 2025	<a href="#">Defender's Productions (1)</a>	Haulin Cube Inc., First Defender
8	30 Sep 2025	<a href="#">Defences</a>	Haulin Cube Inc., First Defender

[Back](#)

## Upload Documents

Choose the document type you are submitting by either clicking on the drop down arrow, or by searching the list by typing the name of the document into the field labelled 'Search or select document type'

Scottish Courts and Tribunals Service | Civil Online

Home Logout

### Upload document(s) for COS-CA478-25

You can upload up to 10 documents in total.  
Each file must be smaller than 125MB.

Search or select document type

**Add additional information (optional)**

You can enter up to 2000 characters

After selecting the document type you are submitting, you should now upload the document itself. You can either click on the 'Choose Files' button to manually select a file, or you can drag and drop the file into the designated area.

Up to 10 documents, for the same case, can be uploaded at once. Each file must be smaller than 125MB and the format of the file(s) must be PDF, PNG, JPG or JPEG.

The screenshot shows the 'Civil Online' interface for uploading documents. At the top left is the 'Scottish Courts and Tribunals Service' logo and the text 'Civil Online'. At the top right are links for 'Home' and 'Logout'. The main heading is 'Upload document(s) for COS-CA478-25'. Below this, a grey box contains instructions: 'You can upload up to 10 documents in total. Each file must be smaller than 125MB.' A dropdown menu is set to 'List of witnesses'. The 'Upload document(s)' section includes a note: 'The format of the selected file(s) must be PDF, PNG, JPG or JPEG.' A dashed blue box contains a 'Choose Files' button and the text 'Or drag files here'. Below this is a text area for 'Add additional information (optional)'. At the bottom, there are 'Back' and 'Submit' buttons. A character limit note states 'You can enter up to 2000 characters'.

After uploading, the name of the document and the file name will be displayed. To remove the file, click the blue 'X' to the left of the document name.

**Upload document(s) for COS-CA478-25**

You can upload up to 10 documents in total.  
Each file must be smaller than 125MB.

Search or select document type

**Uploaded files: 1 of 10**

[X List of witnesses List of witnesses for case CA478.25.pdf](#)

**Add additional information (optional)**

You can enter up to 2000 characters

Any additional information you think court staff require in relation to the document(s) you are submitting should be entered into the 'Add additional information' textbox. This information will be shown to the member of court staff when they are processing your submitted document.

Click 'Submit' to continue.

## Lodging productions

The process for lodging productions is slightly different. As separate PDFs are lodged for the inventory of productions and the productions themselves, both of these files must be uploaded in Civil Online in order to proceed.

You are reminded on this screen that productions will be deleted once the case, and any appeal, has concluded. This is necessary for compliance with civil procedure rules and data protection legislation. You should retain a copy of any document you wish to keep permanently.

The screenshot below captures the moment after the inventory of productions has been uploaded, prior to the productions being uploaded.

**Productions File**

Step 2: Load the Productions file. Every Productions Inventory file requires a mandatory Productions file. If this upload was a mistake then delete the Productions Inventory file below.

[Choose Files](#) Or drag files here

**Uploaded files: 1 of 10**

✕ Productions inventory Inventory of Productions.pdf

**Add additional information (optional)**


You can enter up to 2000 characters

[< Back](#) [Submit >](#)

## Documents with fees

If any of the documents you are submitting attract a fee, the next page you land on will be titled 'Fees for lodging your documents'.

If you are submitting both chargeable and non-chargeable documents only the chargeable documents are shown on this list. These will be charged to your credit account once they have been checked by court staff. If you do not have a credit account, you can only submit non-chargeable documents. If you have no chargeable documents, you will be directed straight to the submission confirmation screen.

Scottish Courts and Tribunals Service  Civil Online

User Admin Home Logout

## Fees for lodging your documents

Filename	Document type	Fee
Account of Expenses.pdf	Account of expenses	£54

**Is your client fee exempt?**

Yes

No

[Find out more about opening a credit account](#)

## Fee exemption

If your client is fee exempt, click the 'Yes' radio button under the header 'Is your client fee exempt', and additional fields will be displayed. Complete the form and upload any relevant fee exemption documentation to proceed. Click 'Next' to continue.

The screenshot shows the 'Fees for lodging your documents' page in the Civil Online system. The page header includes the Scottish Courts and Tribunals Service logo and the text 'Civil Online'. In the top right corner, there are links for 'User Admin', 'Home', and 'Logout'. The main heading is 'Fees for lodging your documents'. Below this is a table with three columns: 'Filename', 'Document type', and 'Fee'. The table contains one row with the following data: 'Account of Expenses.pdf', 'Account of expenses', and '£54'. Below the table, there are two sections of radio buttons. The first section is titled 'Is your client fee exempt?' and has two options: 'Yes' (selected) and 'No'. The second section is titled 'What form does this exemption take?' and has three options: 'Legal aid' (selected), 'Means tested', and 'Specified interdicts'. Below these sections is the 'Upload document(s)' section, which includes a note that the format of the selected file(s) must be PDF, PNG, JPG or JPEG, and each file must be smaller than 125MB. It also states that if not already supplied, the user should upload a maximum of 2 documents including the fee exemption form and the legal aid certificate to support the fee exemption claim. There is a dashed box containing a 'Choose Files' button and the text 'Or drag files here'. Below this box is a link: 'Find out more about opening a credit account'. At the bottom of the form, there are two buttons: '< Back' and 'Next >'. The footer of the page contains links for 'Accessibility', 'Cookies', 'Privacy', and 'Feedback'.

Filename	Document type	Fee
Account of Expenses.pdf	Account of expenses	£54

**Is your client fee exempt?**

Yes

No

**What form does this exemption take?**

Legal aid

Means tested

Specified interdicts

**Upload document(s)**

The format of the selected file(s) must be PDF, PNG, JPG or JPEG. Each file must be smaller than 125MB.

If not already supplied, please upload a maximum of 2 documents including the fee exemption form and the legal aid certificate to support the fee exemption claim.

[Choose Files](#) Or drag files here

[Find out more about opening a credit account](#)

[< Back](#) [Next >](#)

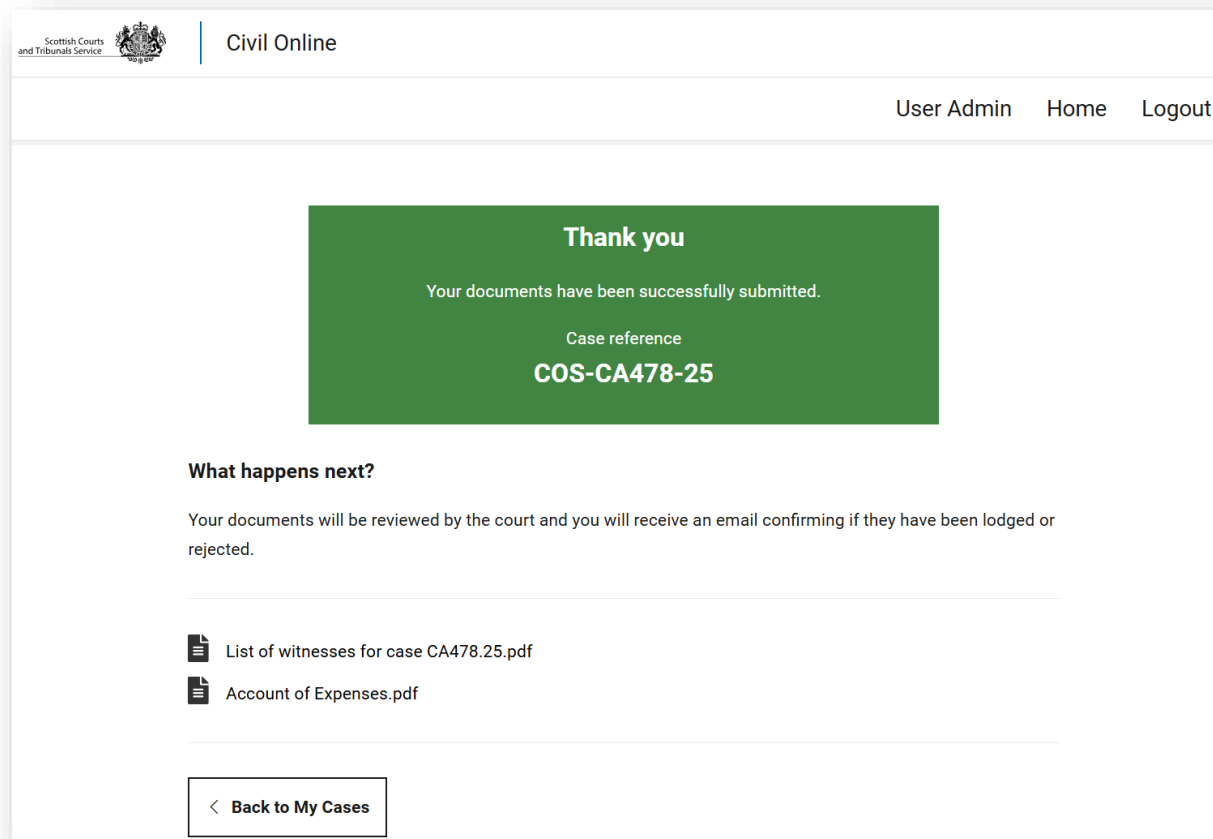
[Accessibility](#) [Cookies](#) [Privacy](#) [Feedback](#)

## Confirmation of your submission

Your documents have now been submitted to the court. The documents which have been submitted are listed on the confirmation page. The documents will then appear on the internal court case management system, where court staff will check their competency. Any documents you have submitted which have not yet been checked by court staff will be visible in the 'Pending Documents' section. Further information on that is provided on the next page.

If the document is accepted by court staff you will receive email confirmation that the document has been lodged. Any applicable fees will be charged at this point.

If the document is rejected by court staff you will receive email confirmation that the document has not been accepted and with the reasons why.



The screenshot shows the 'Civil Online' interface for the Scottish Courts and Tribunals Service. The page features a green confirmation box with the text 'Thank you' and 'Your documents have been successfully submitted.' Below this, the case reference 'COS-CA478-25' is displayed. A section titled 'What happens next?' explains that documents will be reviewed and an email confirmation will be sent. A list of submitted documents includes 'List of witnesses for case CA478.25.pdf' and 'Account of Expenses.pdf'. A 'Back to My Cases' button is located at the bottom left.

Scottish Courts and Tribunals Service | Civil Online

User Admin Home Logout

**Thank you**

Your documents have been successfully submitted.

Case reference  
**COS-CA478-25**

**What happens next?**

Your documents will be reviewed by the court and you will receive an email confirming if they have been lodged or rejected.

- List of witnesses for case CA478.25.pdf
- Account of Expenses.pdf

[< Back to My Cases](#)



## Pending documents

Documents you have submitted to the court which have not yet been accepted or rejected by court staff will appear in the 'Pending Documents' section on the 'Case tracker' page. Here you can view the date the document was submitted, as well as view the document by clicking the name of the document or the document icon.

The screenshot displays the 'Civil Online' interface. At the top left is the logo for the Scottish Courts and Tribunals Service. The main header reads 'Civil Online'. On the right side of the header are links for 'Home' and 'Logout'. Below the header is the 'Case tracker' section, which includes a 'Submit documents' link. A table shows a case with reference 'COS-CA478-25', name 'Big Company Limited v Haulin Cube Inc.', and status 'Defended'. Below this is a red-bordered box titled 'Pending Documents' containing a message and a table of pending documents. At the bottom is the 'Case details' section with tabs for 'Inventory of process' and 'Hearing schedule', and a table listing lodged documents.

Scottish Courts and Tribunals Service | Civil Online

Home Logout

### Case tracker

[Submit documents](#)

Reference	Case Name	Status
COS-CA478-25	Big Company Limited v Haulin Cube Inc.	Defended

#### Pending Documents

The documents listed below have been submitted to the court but have not yet been processed.

Date	Type
01 Oct 2025	<a href="#">List of witnesses</a>
01 Oct 2025	<a href="#">Account of expenses</a>

#### Case details

**Inventory of process** | Hearing schedule

#	Date	Type	Lodged by
1	30 Sep 2025	<a href="#">Summons</a>	Big Company Limited, First Pursuer
2	30 Sep 2025	<a href="#">Certified copy of Summons</a>	Big Company Limited, First Pursuer
3		<a href="#">Interlocutors (2)</a>	
4		Motions (0)	

**As mentioned in the overview at the start of this guidance, please note that initiating documents (such as summons, petitions, defences, answers etc.) and motions cannot be submitted to the Court of Session via Civil Online. Current practices should continue when lodging these documents. Future development will allow users to raise and respond to actions directly via Civil Online, as well as enrolling motions on the platform. Full details on these features will be communicated in due course.**

**No documents of any kind can be submitted for cases relating to Adoptions, Permanence Orders or Human Fertilisation and Embryology.**