

Accused, whether personally, or left at dwelling-house, or how.

CONSTABLE [or other authorised Officer].

Note.—This form need not be used if Officer is present to prove Summons.

Where the execution is attached to the Complaint, instead of "to answer to a Complaint," etc., say "to answer to the foregoing Complaint. This I did by delivering a Summons to that effect, with a copy of said Complaint and of the Warrant following thereon" [state how served, *ut supra*].

CONSTABLE [or other authorised Officer].

11.—Execution of Citation of a Witness or Haver.

I, a Constable [or other authorised Officer] of [place] upon [date] lawfully cited [name and designation of Witness or Haver] to appear before the Bailie officiating in the River Bailie Court, Glasgow, on [date] at [hour] to give evidence for the [prosecution or defence] in the Complaint at the instance of the Procurator-Fiscal against [name and designation of Accused].

This I did by delivering a Citation to that effect [state how served, whether personally, or left at dwelling-house, or how].

CONSTABLE [or other authorised Officer].

Note.—This form need not be used if Officer is present to prove Citation.

Where the execution is attached to the Complaint instead of "in the Complaint at the instance of the Procurator-Fiscal against the" [Accused] say "in the foregoing Complaint." This I did [etc., *ut supra*].

12.—Warrant to Apprehend Accused in respect of failure to appear.

GLASGOW [date].—The Bailie, in respect that the Accused [name] has failed to appear to answer to the foregoing Complaint, after having been duly summoned to this Diet, grants Warrant to Officers of Law to search for and apprehend said Accused, and, if necessary for that purpose, to open all shut and lockfast places, and to bring said Accused before the Bailie officiating in the River Bailie Court, Glasgow, to answer to the Complaint, and in the meantime to detain said Accused in a Police Station House or other convenient place until brought before the Bailie, and also to cite Witnesses and Havers for both Parties for all Diets in the cause. BAILIE.

13.—Warrant to Apprehend Witness (in the first instance).

GLASGOW [date].—The Bailie, in respect it has been made to appear to him upon oath that [name and designation] is likely to give material evidence for the prosecution in the foregoing Complaint, and that it is probable that the said [name] will not attend to give evidence without being compelled so to do, grants Warrants to Officers of Law to search for and apprehend the said [name], and, if necessary, to open all shut and lockfast places, and to detain said [name] in the police cells [or in the Prison of Glasgow] until the hearing of the cause, but not longer than forty-eight hours from the time of apprehension (unless the Bailie shall otherwise order at any diet of the Complaint taking place before the expiry of the forty-eight hours), unless sufficient security be found for said Witness's appearance at all diets of Court to the amount or value of []. BAILIE.

14.—Warrant to Apprehend Witness of failure to appear.

GLASGOW [date].—The Bailie, in respect [name and designation], Witness in the cause, to appear, after having been duly cited, Warrant to Officers of Law to search for and apprehend the said Witness, and, if necessary that purpose, to open all shut and lockfast places and to detain said Witness in the police cells [or in the Prison of Glasgow] until the hearing of the cause, on the [date and hour], unless sufficient security be found for said Witness's appearance at all diets of Court to the amount or value of []. BAILIE.

FORFEITURE OF PLEDGE.

15.—Declaration of Forfeiture of Deposit.

GLASGOW [date].—The Bailie, in respect of the failure of the Accused to appear, declares the Deposit of [amount], left as security for appearance at this diet to be forfeited, and appoints the same to be applied in terms of [state Act authorising application of deposit. If none such, or offence at common law, then say, "in terms of law"].

BAILIE.

Where Warrant to apprehend is required in addition to the forfeiture, add "and on the motion of the Procurator-Fiscal [or Acting Fiscal] grants Warrant to Officers of Law" [as in Form No. 12, *supra*].

ADJOURNMENT OF DIET.

16.—Simple Adjournment.

GLASGOW, River Bailie Court [date]. The Bailie adjourns the Diet till [date] at [hour], and ordains the Accused and the Witnesses to appear personally at that time. BAILIE.

17.—Adjournment of Diet and Warrant to detain Accused.

GLASGOW, River Bailie Court [date]. The Bailie adjourns the diet till [date] at [hour], ordains the Witnesses to appear personally at that time, and grants Warrant to detain the Accused in the police cells [or in the Prison of Glasgow] until that time. BAILIE.

When bail is fixed, add after "until that time" the words "or until sufficient security to the amount or value of [sum] be found for his appearance at all Diets of Court."

18.—Adjournment in Absence of Accused.

GLASGOW, River Bailie Court [date]. The Bailie, in respect that the Accused [name] has failed to appear to answer to the foregoing Complaint after having been duly summoned to this diet, adjourns the diet till [date] at [hour], appoints intimation of said adjourned diet to be made to said Accused, and ordains said Accused and the Witnesses to appear personally at that time. BAILIE.

PROCEDURE WHERE ACCUSED PLEADS GUILTY.

19.—Form of recording Plea.

GLASGOW, River Bailie Court [date]. In presence of [name], Bailie of the River and Firth of Clyde, appeared the Accused [name], and the charge having been read over [he, she, or they] pleads [or plead] guilty.

[The Signature to be that of Accused, when he can write; of Bailie when Accused cannot write.]

GLASGOW, River Bailie Court [date]. The Bailie in respect of said judicial confession [etc. as in Form No. 20]. BAILIE.