

## Preparing a Schedule of Allegations

### What is it?

This is also known as a Scott Schedule. It is used when there is a dispute about significant events which have taken place. The schedule lays out the issues in a clear way so that everyone can see what allegations are being made and what the other person's response is to each one. The court will then hold a Factfinding Hearing to decide whether these events happened or not. Based on their findings, they will decide what to do next in the case.

### What to include

The person making the allegations starts by listing separate numbered allegations, giving a date for each (or an estimate if unsure) and a short summary of what they believe happened. A fuller account will be given in their statement and in oral evidence in court. There is no need to list everything that has happened – the five most important events are usually enough.

The person responding then writes next to each allegation "admitted" or "denied," and they can give a summary of their own version of events, again giving a full account in a statement if necessary.

If the response involves making allegations against the other party (cross allegations) or if there are totally separate cross allegations (i.e. ones which are not referred to at all in the allegations so far listed) these should be included in a counter schedule, which the person making the original allegations will need to respond to.

Each point should refer to evidence if possible – this could be a statement (by you or a witness), a police report, medical records, etc. This should also be numbered.

The schedule has to be laid out in a certain way. If you would like a

template, please contact us. You can find an example of a completed Scott Schedule here: [www.nofamilylawyer.co.uk/useful-documents.html](http://www.nofamilylawyer.co.uk/useful-documents.html).

You should keep to the deadlines set by the court so that everyone has time to respond.

### **Getting help**

You should discuss your Schedule with a solicitor to make sure you have included all the important points. If you would like advice from NCLS, please call us at least two weeks before the deadline.

### **Where to send it**

When your Schedule of Allegations is complete, make sure it is signed and dated. Then send copies, including any evidence, to:

- The other party in your case (your ex), or their solicitor if they have one
- The court:  
Norwich Combined Court  
The Law Courts  
Bishopsgate  
Norwich  
NR3 1UR

*Please remember, you should not talk to your children about your family court case.*

### **Norfolk Community Law Service**

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