



Scottish Courts and Tribunals Service HQ  
Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3XD  
DX 545309 Edinburgh 39

Our Ref: FOI 2026-037

Date: 02 March 2026

### **Freedom of Information (Scotland) Act 2002 (FOISA)**

Thank you for your further request, received by the Scottish Courts and Tribunals Service (SCTS) on 02 February 2026 in which you have sought the following information regarding the recording of Section 275 Application.

Please see responses to each point of your request, in turn, detailed below:

***The name/label and any internal code or identifier used in the system for the event or marker that records a "Section 275 application" (or equivalent).***

The event identifier on the system is 'S275'.

***A list of all non-minute fields captured when that event/marker is created (for example: event type, date/time created, court, hearing/diet linkage, user role/type, free text notes if present, and any other metadata fields). Please provide field names and a short description of what each field contains.***

The system captures fields pertaining to the appearance, case reference and subject (accused).

For our system developers to identify all other non-minute types of data captured during the hearing when the S275 event is selected, such as deeper metadata etc. beyond what it is provided above, it is estimated that this work would take approximately one week to complete. The standard fee for such development work is £600 per day (excluding VAT).

This work would be at a cost beyond the statutory cost limit in FOISA (£600 or 40 hours work). Accordingly, an exemption has been applied to your request in terms of section 12 of FOISA (excessive cost of compliance).

In addition, for security reasons, we will not provide the specific names of internal system fieldnames. In terms of Section 30(c) of FOISA (effective conduct of public affairs) it is considered that release of such detailed information would otherwise be

likely to prejudice substantially the effective conduct of public affairs. Specifically, the release of information into the public domain of specific details of internal case management configurations used by SCTS which could provide a route for intelligence gathering which could be used for a cyber-attack. In applying this exemption, consideration has been given to the public interest test as required by FOISA.

While there is a public interest in scrutinising the functions of public authorities having regard to openness and transparency, there is also a public interest in ensuring that administrative functions carried out by the SCTS in the performance of their role in support court in the administration of justice are not put at risk. Having considered the public interest on both sides, the public interest in maintaining security of our networks outweighs the public interest in disclosing the information.

**The list of permitted values for any dropdowns/statuses/categories associated with that event (if any), excluding any narrative minute text.**

There are no *'dropdowns/statuses/categories associated with that event'* in the case management system outside of individual court minutes (and beyond what is advised above).

**Any staff guidance, work instructions, or procedural notes used by SCTS staff on when and how to record a Section 275 application in the system (including any quality assurance notes, known limitations, or data-quality warnings).**

**Any change logs, release notes, or internal communications issued from 1 April 2020 to present that describe changes to how Section 275 applications are recorded in the system.**

As advised in our response to you on 05 January 2025 Ref FOI 2025-50, excerpts of relevant guidance was provided in Annexes 1-8. The information provided was taken from internal guidance produced for SCTS staff which aims to provide staff with procedural advice and updated in respect of performance of tasks within their role.

I can confirm that Section 275 applications are recorded by the clerk in our criminal case management by selecting a '275 application' event in the court hearing screen. As previously advised in our response to you on 05 January 2025 Ref FOI 2025-509, whilst the criminal case management system does have functionality to record a section 275 (application) - only one such event can be recorded per case.

The clerk of court is responsible for the procedural running of the court and duties include accurately recording court proceedings in the court minutes. This would include if a 275 application was granted, refused or withdrawn. This information is not recorded out with court minutes.

Should you feel dissatisfied with this response or the manner in which your request has been handled, FOISA provides for a review process to be conducted. Should you wish to take advantage of this process you may apply in writing for a review. Your request should provide details of why you wish a review to be carried out and should be made within 40 working days of receipt of this letter to:-

The Freedom of Information Officer  
Scottish Courts and Tribunals Service  
Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3X  
[foi@scotcourts.gov.uk](mailto:foi@scotcourts.gov.uk)

Following that review should you still feel dissatisfied, you have the right to lodge an appeal with the Scottish Information Commissioner either online:

<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

or at the following address:-

Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St. Andrews  
FIFE

Yours sincerely,

**Tara McNamara**

Senior Information Governance Lead: Correspondence & FOI