

**SCOTTISH
TRUSTS AND
SUCCESSION
SERVICE**

W.GREEN
Sweet & Maxwell

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AND
SUCCESSION
SERVICE

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FILING INSTRUCTIONS FOR RELEASE 2

Remember to look at the Illustrated Filing Guide (at the end of the Service Information section) if you have any difficulty in filing new pages. The Checklist of Pages contains a complete list of the pages your encyclopaedia should contain when you have filed this Release.

Destroy Old Pages

Insert New Pages

Preliminary Pages		
	Filing Instructions 1-2	Filing Instructions 1-2
	Checklist 1-2	Checklist 1-2
	Contents vii-x	Contents vii-x

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FILING INSTRUCTIONS

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You have now completed the filing of this Release.

CHECKLIST OF PAGES

(Checklist up to date to include Release 2)

You will see below a complete list of pages which your *Scottish Trusts and Succession Service* should contain *after* filing this release. If you discover that pages are missing, turn to SERVICE INFORMATION: 5 for advice on whom to consult.

PAGE	RELEASE NO.	PAGE	RELEASE NO.
Preliminary Pages		Division B—Succession	
i-ii	0	B-1-B-2	1
iii-iv	1	B-3-B-18	0
v-vi	0	B-19-B-26	1
vii-x	2	B-27-B-38	0
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		B-47-B-54	0
Service Information		B-55-B-56	1
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SERVICE INFORMATION

The *Service Information* and *Release Bulletin* will help you in filing and using future releases of *Scottish Trusts and Succession Service*. As well as new and replacement pages, Releases will contain the following elements:

1. **Filing Instructions Page**—Follow these Filing Instructions in filing this Release.
2. **Check List of Pages**—Here you will find listed *all* pages which the Encyclopedia should contain when each Release has been filed. The heading at the top of each page of the Check List tells you to which Release the Check List is up to date.
3. **Release Bulletin**—This is a summary of the most important aspects of the Release, drawing your attention to matters of interest and surveying current developments in the law relating to local government in Scotland.
4. **Subscriber Information**—Here you will find advice on whom to contact if you run into difficulty in keeping the Encyclopedia up to date; the date of the next Release; a table of previous Releases; and how to renew your subscription.
5. **Missing Pages Request Form.**
6. **Illustrated Filing Guide**—This is an explanation, complete with illustrations, of how to file material when a new Release arrives.

RELEASE BULLETIN

Release 2 brings *Scottish Trusts and Succession* up to date to December 2000 and contains:

- Updating amendments since April 2000
- Addition to Division A, Trusts, of annotations to the Trusts (Scotland) Act 1961 by Prof. R. R. M. Paisley
- Addition to Division C, Executry, of the Intestates Widows and Children (Scotland) Act 1875, the Small Testate Estates (Scotland) Act 1876, and the Customs and Inland Revenue Act 1881
- Addition to Division C, Executry, of annotations to the Confirmation to Small Estates (Scotland) Act 1979 by Eilidh Scobbie

SUBSCRIBER INFORMATION

This is the second Release. It is the second updating Release of 2000. Release 3 will publish in Spring 2001 and will consist of new and updated pages. Release 3 will be charged for separately on publication.

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All matters of an Editorial nature should be referred (in writing please) to:

House Editor,
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If filing in your Encyclopedia has gone wrong we can supply you with a complete set of up-to-date pages, at a fee available on request. We can also supply you with replacement Releases, pages or sections. See the Missing Pages Request Form after this page, or write to our Looseleaf Hospital (address above) for details.

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Sweet & Maxwell's **Looseleaf Filing Guide**

- 1 CAN YOU FILE THIS RELEASE?**
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- 3 FOLLOWING THE FILING INSTRUCTIONS**
- 4 CLOSING THE BINDER**
- 5 FILING ADDITIONAL VOLUMES**
- 6 UPDATING THE FILING RECORDS**



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Sweet & Maxwell's Looseleaf Filing Guide

1

CAN YOU FILE THIS RELEASE?

☐ Before you go any further you must check that your looseleaf is up-to-date and that previous Releases have been filed.

☐ To check that the previous Release has been filed, compare the number of the latest Release with the last entry on the Filing Record Card.

☐ If the numbers are not consecutive then do not file the Release.

First, check the Release number at the top of the first page of Filing Instructions in the looseleaf to see if the missing Release(s) have been filed without any entry on the Filing Record Card. If so, note this on the Filing Record Card and proceed to file the new Release.

If not, check to see if the missing Release(s) are available and file them, in consecutive order, using this guide.

☐ If a Release is missing, use the number in the Subscriber Information to contact the Helpline.

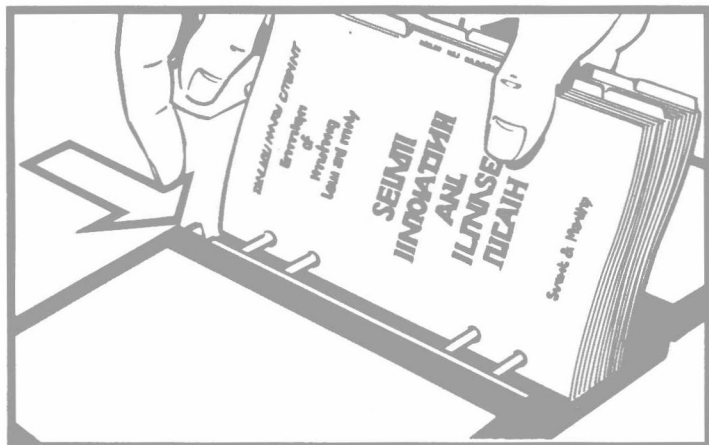
☐ Remove the Cover Sheet and throw it away. The first page of the Release should be the Filing Instructions.

☐ Remember that the Release may be for more than one volume. Instructions for each volume will begin on a new page in the Filing Instructions.

2

OPENING THE BINDER

☐ Open the looseleaf and press the catch at the upper edge of the front of the binder. This enables the binder to be laid flat.



☐ Lift off the lifter bar and place it on the spine with the spikes pointing upwards.

☐ Remove the Filing Instructions from the front of the Release. These will be the last pages to be filed into the volume.

☐ Arrange the binder, Release and Filing Instructions page(s) as shown.

☐ Now follow the Filing Instructions.

3

FOLLOWING THE FILING INSTRUCTIONS

☐ These are arranged in two columns, one which indicates pages to be removed from the looseleaf volume and a second which indicates which new pages to insert from the latest Release.

3A

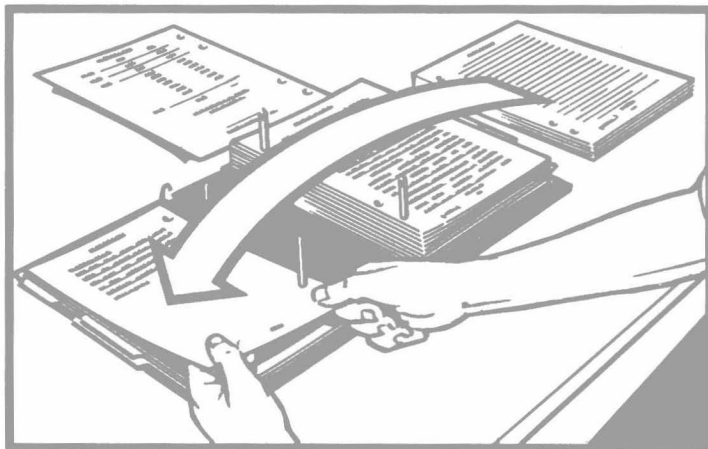
REMOVING PAGES

☐ Look at the first entry in the column headed Destroy Old Pages. Lift all the pages in the looseleaf up to this number from the retainer bar and place them face down on the lifter bar which you have previously removed.

☐ Now lift from the retainer bar those pages listed in the first entry to be destroyed and throw them away.

3B

INSERTING PAGES



☐ Look at the first entry in the column headed Insert New Pages. Lift the pages listed in this entry from the un-filed Release material and place them on the lifter bar.

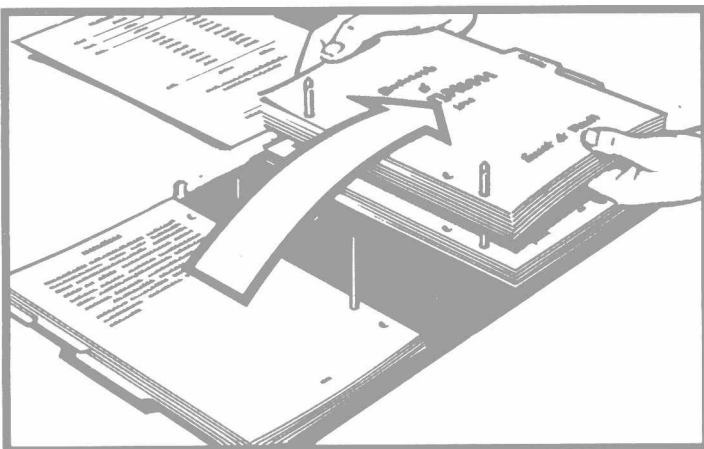
☐ Repeat stages 3A and 3B for each entry until all pages for that volume have been filed.

☐ The last instruction for the volume should be to insert the Filing Instructions immediately after the Filing Record Sheet which can be done as you close the binder.

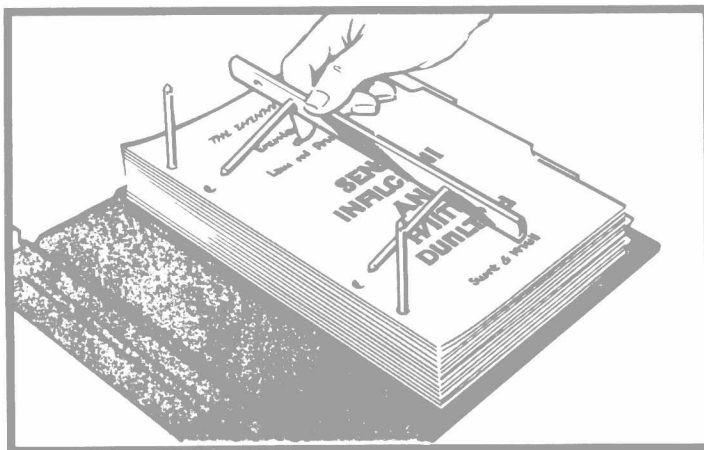
☐ Remember that sometimes you will be instructed to add new pages without destroying old pages, or to remove old pages which are not to be replaced.

4

CLOSING THE BINDER



☐ Now return the pages to the retainer bar, a few at a time.



☐ When all the material has been returned to the retainer bar, replace the lifter bar. Close the volume by bringing the cover of the binder into place and pushing it firmly on to the retainer bar. Make sure that the binder is properly closed before replacing it on the shelf.

5

FILING ADDITIONAL VOLUMES

6

UPDATE THE FILING RECORD

☐ If the Release covers more than one volume then follow stages 2 to 4 until the whole Release has been filed.

☐ Turn to the Filing Record Card. Complete the entry for the latest Release. Insert the Filing Instructions after the Filing Record Card.

TRUSTS AND SUCCESSION

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