

Guidance on the conversion of old process reference numbers of Unextracted Processes

UPs 1660s-1912: converting old process reference numbers

Note the process reference number at the right hand side of the index card. This needs to be converted to a modern reference, but how you convert the old number depends on the series in which the process is located.

About half the old numbers are converted in one easy step. The other half require two steps to be taken. Note: some of the old process numbers have the office name much abbreviated. 1 SK is 1 Skene; 1 DR would be 1 Drysdale, and so on: any abbreviations should be quite clear. It is best to explain by using some examples of index cards.

Example



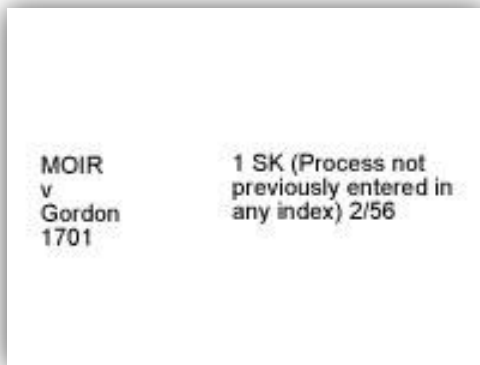
The old process number we find is 1 Innes Durie A2/1. To convert, either use the "Toblerone" above the index drawers or the list shown below:

Old series	New series	Convert both halves of old number? Yes/No
1 Adams Dal	CS228	No
1 Adams Mack	CS229	No
1 Currie Dal	CS230	No
1 Currie Mack	CS231	No
1 Drysdale	CS232	No
1 Inglis	CS233	No
1 Innes Durie	CS234	No
1 Innes Mack	CS235	No
1 MacNeill	CS236	No
1 Potts	CS237	No
1 Sheild	CS238	No
1 Skene	CS239	No
First Division	CS240	No
Second Division	CS241	Yes
2 Currie	CS242	Yes
2 Drysdale	CS243	Yes
2 Inglis	CS244	Yes
2 Innes	CS245	Yes
2 MacNeill	CS246	Yes

2 Potts	CS247	Yes
2 Sheild	CS248	Yes
2 Skene	CS249	Yes
2 Adams	CS250	Yes

You will see that I Innes Durie becomes CS234. You retain everything else. So, the process call number is CS234/A2/1.

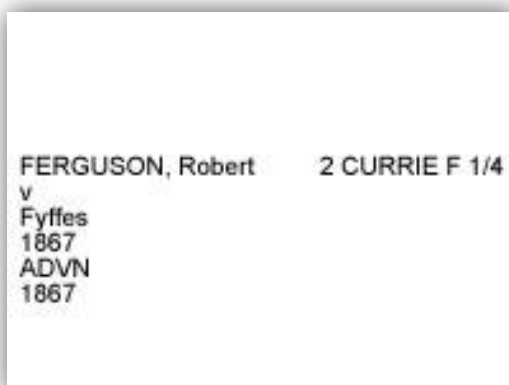
Example



Here, although it may seem very strange, you enter as the process call number CS239/Processes not previously entered in any index/2/56. In other words, you only drop the old office reference.

As can be seen from the above examples, converting the old reference numbers is quite easy; but processes from about the mid-19th century have reference numbers which require a little more work to convert. Note that, if the process number commences "2...", or is a Second Division Process, then you convert both halves of the old number; if it commences "1...", or is a First Division process, then you need only convert the first half of the number. Again, some examples.

Example



Using the conversion table, you convert 2 Currie in the usual way to CS242. But you must now convert the other half of the old number as well. Look on the open shelves for the index covering CS242 only. The processes are arranged alphabetically in the volume, and there are

tabs marking the place of each letter in the volume. In the old number, 1/4 means bundle 1 item 4. Find that entry. On the right hand side of the page, you will find running numbers beside each process. It is the relevant number that becomes the second half of the process call number. So, 2 Currie F1/4 converts to CS242/591.

In addition to the above there are various other types of index cards. There are examples with double numbers and it is best to seek advice when faced with one of these. Again, some examples.

Example

BUTEMENT & YOUNG, Ship-Builders, Leith	CURRIE DAL SEQNS. B1/73
1839	<u>For book see</u> CURRIE DAL SEQNS. SEDERUNT BOOKS 1/11

Example

BROWNLIE &c. v C. Tennent & Co. 1855	1 INNES MACK B 46/3 <u>See</u> Returned Processes B 2/16
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Example

BUCCLEIGH &c. (Sanquhar Heritors) v Magistrates of Sanquhar	1DR. B 31/1 <u>See</u> DR. S 36/-
S. & Rg. <u>1829</u> 1836	<u>For process see</u> 1 DR. S 65/4

UPs supplementary card indexes 1870-1912

The last of the four card index drawers covers processes, 1870-1912. This index is unfortunately incomplete. Accordingly, although it can still be used, its problems should be borne in mind. Fortunately, a separate series of index cards makes good the gaps.

There is another set of cabinets of card index drawers (at the opposite end of the Historical Search Room) also containing CS index cards. These include

- CS241: UPs, 1878-1911
- CS242-250: 1772-1912 combined with
- CS251-252*: 1913-1934 and
- CS311*: 18th-19th centuries
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* Denotes series covered by the [electronic catalogue](#).

To enable you to gain a more thorough appreciation of the 1870-1912 contents of series CS241-250, it is recommended that you use this separate set of index drawers. They have two advantages over those in the main series:

- cards contain the full process reference number and there is no need to undertake any conversion
- cards for defender as well as pursuer in each case

The only drawback is that for post-1869 UPs they lack cards for the series CS240, which is known to be in the drawers of the main series.

1.1 UPs 1913-1934 (CS251-257)

All processes are fully searchable on the [electronic catalogue](#).

1.2 UPs 1935-1994 (CS258)

All processes are fully searchable on the [electronic catalogue](#).

1.3 UPs 1995 onwards (CS348)

Since 1995 the separate series of extracted processes (CS46) and unextracted processes (CS258) have been discontinued by the court, and amalgamated into a single series (CS348) with a combined index. Refer to the CS catalogue for additional information on the indexes. The processes are fully searchable on the [electronic catalogue](#). Note that processes are not transferred from the Court of Session to the NRS until they are 5 years old.

1.4 Unextracted processes: Carmichael and Elliot arrangement (CS98-227)

The series mainly consists of processes c.1660-c.1830, and is separate from the main UP series. All processes are fully searchable on the electronic catalogue.

1.5 Divorce records

For information on divorce records, including divorces from 1984 onwards refer to the guide on divorce records.

1.6 Unextracted processes searchable on the electronic catalogue

Series	Dates covered in electronic catalogue	Notes
CS98-277	1597-1838	Carmichael and Elliot arrangement. Series mainly spans the 1650s to 1830s. Indexing complete.
CS228	1664-1868	First arrangement, Adams-Dalrymple Office. Indexing complete
CS229	1661-1836	First arrangement, Adams-Mackenzie Office. Indexing complete.
CS230	1620-1865	First arrangement, Currie-Dalrymple Office. Indexing complete.
CS251-257	1913-1934	Third arrangement. Indexing complete.
CS258	1935-1994	Fourth arrangement. Indexing complete.
CS348	1995 onwards	Since 1995 the separate series of extracted processes (CS46) and unextracted processes (CS258) have been discontinued by the court, and amalgamated into a single series (CS348) with a combined index. Refer to the CS catalogue for additional information on the indexes. Note that processes are not transferred from the Court of Session to the NRS until they are 5 years old.