

LATE APPLICATIONS POLICY

1. The Judicial Appointments Board for Scotland (JABS) is committed to implementing a fair and transparent process in managing the submission and subsequent handling of applications for judicial office.
2. Late applications will only be considered in exceptional circumstances. Should a late application request be made for a non-technical issue, this will be considered by the Panel Chair in consultation with the competition moderator or Chairing Member if there is no moderator. If the requests relates to technology based issues (see (8) below), the decision will be taken by the Head of Operations in consultation with the Chief Executive and others as necessary.
3. In the interest of fairness to all candidates, late applications will not be accepted unless agreed with the relevant decision makers set out above, and only then in exceptional circumstances.
4. The on-line system does not have the facility to accept late applications but will automatically remind applicants in advance of the closing date and time.
5. Unless otherwise noted in the application documentation, the closing time for all competitions will be 12 noon. This will allow applicants who have any issues with the system to notify the JABS Business Management Unit (BMU) on the day. It will also mean that the BMU is available to provide advice in advance of the closing time.
6. In all cases, the applicant must have an open application on the system as evidence of their intention to apply within the normal time limits.
7. Late application requests will only be considered when the issue or circumstance which has caused the delay in submitting the application is exceptional and outwith the applicant's control.
8. Should a technical problem with the online system prevent applications from being submitted, applicants must contact JABS immediately they become aware of the issue and in any event within 15 minutes of the closing time, except where there has been a complete failure of all communications. In such circumstances applicants must contact JABS as soon as is possible when communications have been restored.
9. Should a request for a late application be made for any non-technical reason, this must be received before the closing time. It is the responsibility of the applicant to provide a clear explanation of why they consider their circumstances to be exceptional.

10. Depending on the nature of the issue, the time extension could be as brief as a few hours for a technical problem or a few days for a more serious issue. A significant extension should not be necessary if the applicant was well prepared to submit their open application. Significant extensions which impact on the ability to undertake eligibility enquiries and subsequently on sifting timelines will not be granted.
11. Any extension to the submission date will be notified to the applicant by way of email, setting out the time and date by which their application must be received. Failure to abide by this requirement will automatically result in their application being considered ineligible.
12. Requests will be recorded for consistency.

December 2025