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through the
administration
of justice

The Northern Ireland Court Service

Public Court Lists Online

A Users Guide



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www.courtsni.gov.uk

Introduction

Public Court Lists Online is a new service available to the legal profession, other Government Departments and the public through the Court Service website.

This service will allow users to view civil and criminal business court lists for the next seven days ahead.

Note that not all court lists are available for viewing online.

The court lists data will be refreshed daily at 10:00pm.

Access

The Public Court Lists Online facility is available on the Court Lists webpage of the Court Service website. The web address is:

www.courtsni.gov.uk/en-GB/Services/Court+Lists

Click on the Launch Public Court Lists Online button.

Or alternatively, to go directly to the Public Court Lists Online facility, go to:

www.courtsni.gov.uk/publiccourtlis

You will now be at the Search Screen.

Search Screen

At the top right hand side of the search screen you will be able to see the current court list dates available online (court lists are available for 7 days ahead).

At the top of the screen there is an Exit button and a Help button.

- The Exit button will close the Public Court Lists Online application.
- The Help button will display the online help text.

The screenshot shows the 'Northern Ireland Court Service' website interface. The header includes the logo and tagline 'Serving the community through the administration of justice'. Below the header, there are 'Exit' and 'Help' buttons. The main content area is titled 'Court Lists Online' and contains the following elements:

- Select either to search by date or no date restrictions (DD/MM/YY e.g. 22/12/08).** This section includes three radio buttons: 'Search by Date' (selected), 'Search by Date Range', and 'Search All Dates'. A 'Search Date' input field is provided.
- Select either to search by Division or Venue.** This section includes two radio buttons: 'Search by Venue' (selected) and 'Search by Division'.
- Options:** A list of court venues including ANTRIM COURTHOUSE, ARMAGH COURTHOUSE, BALLYMENA COURTHOUSE, BANBRIDGE COURT RESIDING AT NEWRY COURTHOUSE, BANGOR COURTHOUSE, COLERAINE COURTHOUSE, CRAIGAVON COURTHOUSE, DOWNPATRICK COURTHOUSE, and DUNGANNON COURTHOUSE. There are 'Add >', 'Remove <', and 'Select All >>' buttons.
- Select Court Tier for search criteria:** A list of court tiers including County Court, Court of Appeal, Crown Court, High Court, and Magistrates Court. There are 'Add >', 'Remove <', and 'Select All >>' buttons.
- Search Criteria:** Two empty text boxes for entering search criteria.
- Reset** and **Search** buttons are located at the bottom of the page.

Before you can search for court lists you need to specify the search criteria:

- the date or date range for the court lists required;
- the court venue or division where the case is to be heard, and;
- the court tier in which the case will be heard.

Search Criteria

1. Date

- Search by Date – Search Date field will appear. Enter any date from the current date to 7 days from the current date. Date should be entered in the following format dd/mm/yy eg 22/12/08.
- Search by Date Range – Date From and Date To fields will be displayed and both are mandatory.
- Search All Dates – selecting this option will display a list of all court sittings for the next 7 days (including the current date).

2. Venue or Division

- Search by Venue – displays all of the Court Venues that are available to search
- Search by Division – displays all of the Court Divisions that are available

Click on the name of the Venue or Division that you are interested in and click on the Add button to add this Venue or Division to your search criteria. One or more Venues or Divisions can be selected.

You can select all Venues or Divisions by clicking on the Select All button.

To remove a Venue or Division from your search criteria highlight the name and click on the Remove button.

3. Court Tier

Finally select the Court Tier you are interested in.

Click on Court Tier required and click on the Add button.

As above, more than one Court Tier can be selected or all court tiers can be selected by using the Select All button.

Click on the Search button to perform a search based on the criteria you have entered.

Click on Reset button to clear the search criteria entered.

Search Results Page

This page will list all of the court sittings which match the search criteria previously entered.

The list of court sittings is sorted by date, venue name and courtroom.

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Court Lists Online Exit Help

These Court Lists are correct at the time of publication, however they may be subject to change at short notice.

Date	Venue	Courtroom	Court Type	Time	
08 Apr 2009	LAGANSIDE COURTHOUSE	COURT 1	CIVIL COURT	11:00	View
08 Apr 2009	LAGANSIDE COURTHOUSE	COURT 6	MAGISTRATES ADULT	10:30	View
08 Apr 2009	LAGANSIDE COURTHOUSE	COURT 7	MAGISTRATES COURT VIDEO LINK	09:45	View
08 Apr 2009	LAGANSIDE COURTHOUSE	COURT 7	MAGISTRATES ADULT	10:30	View
08 Apr 2009	LAGANSIDE COURTHOUSE	COURT 10	MAGISTRATES ADULT (CHARGE SHEETS)	10:30	View
08 Apr 2009	LAGANSIDE COURTHOUSE	COURT 10	MAGISTRATES COURT (REVIEWS)	14:00	View

Previous New Search

To view the court list for any sitting shown, click on the View link.

If you want to change the previously entered search criteria, click on the Previous button.

If you want to do a new search, click on the New Search button.

Court List Page

This page will list all of the cases which have been listed into the court sitting previously selected.

The list displays the List Order (if set), the Case, Application or Appeal number, the Case Title and the reason for listing, if applicable. The cases listed will be grouped by hearing type.

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CIVIL COURT at LAGANSIDE COURTHOUSE on 08 Apr 2009 in COURT 1 at 11:00.

List Order	Proceeding ID	Case Title	Reason For Listing
11:00 APPLICATIONS			
1	09/037342/01	ANTHONY COUSINS v PAUL JOHN SMITH	
2	09/037359	FRANK DONALD v GERARD MCGIVERN	

Previous New Search Print

If you want to return to the Search Results Page, click on the Previous button.

If you want to do a new search, click on the New Search button.

If you want to print out the court list, click on the Print button.

Contact Details

If you require any further information on the Public Court Lists Online service please contact John Black on 028 9072 8830.

If you want to query the listings on any particular court list you should contact the relevant court office.