

# Useful Information

## Ballymena Courthouse

### Location

The courthouse is situated in Albert Place beside the Adair Arms Hotel and close to the town centre.

### Transport

The bus and railway stations are approximately half a mile from the courthouse. Most buses stop at George Street, about 100 yards from the courthouse. For information about bus and rail timetables contact Translink on 028 9066 6630 or [www.translink.co.uk](http://www.translink.co.uk)

### Car parking

There is no car parking at the courthouse, but there is a car park on the Ballymoney Road opposite the building and several more in the town centre. You can enter the court complex each day from Albert Place and, on days that the court is sitting, also from Ballymoney Road.

### Opening hours

The building is open from 9.00am. The office is open to the public from 9.30am to 4.30pm. The courts generally start at 10.30am, stopping for lunch around 1.00pm and resuming at 2.00pm, until the daily business is finished. The office is open during lunch.

### Refreshments & other facilities

Snacks and hot and cold drinks vending machines are available at the courthouse. There are payphones outside courts 1 & 2, and a tannoy system throughout the building.

### Mobile Phones and Photographic equipment

Care must be taken in the use of mobile phones whilst in the precincts of the court. It is prohibited to use any photographic or recording device within the court building and

the area immediately surrounding it. Some mobile phones are capable of performing this function and therefore you are advised not to use mobile phones for this purpose whilst attending court. Mobile phones must be switched off before entering a courtroom.

### Witness Service

If you are a victim or witness for the prosecution, Victim Support Northern Ireland offers a Witness Service at all the Crown and Magistrate' Courts.

**Before the Trial:** opportunity to talk to someone; pre-trial familiarisation visit to court; information on court procedures.

**During the Trial:** safe waiting area; liaison with court officers and legal representatives; arrangements for witnesses with special needs; accompanying witnesses into court.

**After the Trial:** preparing victims for case outcome; encouraging continued contact with Victim Support Community Service; referral on to other agencies.

### Help and information

The staff in the main office on the first floor will help with any queries you may have. There are notice boards outside each courtroom, which display lists of the daily business. If you require additional information or need to meet someone on arrival, you can get help from the reception desk or court office which will be available from 9.30am each court day. If you have not already done so, you may wish to contact a solicitor before coming to court.

Please note that you must attend court at the time you have been given, although you may not be called until after this. If you feel you have been waiting too long, please contact a court official.

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## Ballymena Courthouse

### **Do you have a disability or a special need?**

If you have a disability or a special need, please contact the Customer Service Officer who will provide you with information on the facilities available. Courts 1 & 2 have induction loop systems, and our leaflets can also be made available in large print.

### **Witness & Child Waiting Areas**

There are special rooms designated for vulnerable and intimidated witnesses on the first floor of the Crown Court building and the second floor of the Magistrates' Court building. A play area for children is located in the main waiting room outside court 3. A room for children and witnesses giving evidence by video link is opposite the chambers in the Crown Court building.

### **Giving Evidence**

If you are aged 14 or over and have to give evidence in court, you will be required either to take a religious oath or 'affirm' that you will tell the truth. The court clerk will ask you which method you want to use, and invite you to repeat after them the appropriate words. A religious oath is a sworn promise to tell the truth and is made on a holy book. An affirmation is a declaration to tell the truth but it is not sworn on a holy book.

### **Contact information**

For further information on Ballymena Courthouse please contact:  
The Customer Service Officer  
The Courthouse, Albert Place,  
Ballymena BT43 6DY

Telephone 028 2564 9416

Facsimile 028 2565 5371

Email [ballymenacourthouse@courtsni.gov.uk](mailto:ballymenacourthouse@courtsni.gov.uk)



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This information sheet will be made available in a range of alternative formats. Requests for alternative formats should be made to the Information Centre. For further information on other courthouses please contact

### **Northern Ireland Court Service**

Communications Group  
Laganside House, Oxford Street,  
Belfast BT1 3LA

Telephone 028 9032 8594

Facsimile 028 9072 8942

Email [communicationsgroup@courtsni.gov.uk](mailto:communicationsgroup@courtsni.gov.uk)

[www.courtsni.gov.uk](http://www.courtsni.gov.uk)

**The Northern Ireland Court Service is committed to improving its quality of service to all court users. By making comments about our services, you enable us to improve them. By making a complaint, you enable us to put things right.**