

# Court User Notice

## Opening Hours

- You will be able to go into the court building from 9.00am each court day;
- The office is open to the public from 9.30am to 4.30pm.
- The courts generally start from 9.30am, stopping for lunch around 1.00pm and resuming at 2.00pm, until the daily business is finished.
- The office is open during lunch.
- Court lists will be on display from 9.30am on each court day. You may also want to bring a friend to support you.

## When you arrive at court

- Tell a court official why you are there and they will tell you where to wait.
- A list of cases to be heard will be displayed on the notice board.
- If a solicitor is representing you inform him/her that you have arrived.
- Please note cases are not always called in the order they appear on the list. If you need any information about the case you are waiting on, please contact a court official who will help you.
- If you do not have a solicitor representing you please inform a member of the court staff.

## You are asked to bear in mind the following points:

- Attend in good time for your case.
- Take with you any papers you have about your case.
- You may also want to bring a friend to support you.
- Be prepared to wait until your case is called. If you feel you have been waiting too long please speak to a court official.
- Listen carefully to all announcements and identify yourself to the judge/magistrate when your case is called.
- Be polite and courteous to the judge/magistrate, to those around you and to court personnel.
- There are no hard and fast rules on what to wear in court. You should be guided by your own common sense and with due respect to the court.
- No smoking is allowed in court buildings and no eating or drinking is allowed in courtrooms.
- No audio or video recording or photography is allowed in the courtrooms.
- The reading of newspapers/magazines is not permitted in the courtrooms.
- No dogs other than guide dogs are allowed in courthouses.
- Children under the age of 14 are not normally allowed in the courtrooms unless they are giving evidence, or have the court's prior approval.
- Use of mobile phones is not permitted in the courtroom.

