

# Useful Information

## Antrim Courthouse

### Location

The courthouse is situated on Castle Way close to the main town centre.

### Transport

The bus and railway stations are located close by on Station Road. The courthouse is approximately a 5 minute walk from the town centre. 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 a public car park directly opposite the courthouse. The entrance to this car park is via Railway Street. There is also a larger car park at the nearby shopping centre. There is a tariff of charges on display.

### 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 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.

### Refreshments & other facilities

There are vending machines in the courthouse to provide refreshments. The town centre is also close by and has numerous cafes and restaurants. There is a payphone within the waiting area at the general office, and a tannoy system throughout the building. There is a no smoking policy in Antrim Courthouse.

### Help and information

There is a manned information desk in the main hall opposite the entrance and the staff in the main office on the ground floor will also 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 9.00am 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.

### 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. Courtrooms 1 & 2 have induction loop systems, and there is also a lift available. Our leaflets can also be made available in large print.

### Witness & Child Waiting Areas

There is a special area designated for vulnerable and intimidated witnesses on the first floor of the building. There are also facilities for child witnesses to give evidence via a live TV Link. If you wish to use these facilities, there are trained staff available to help. A play area for children is located in the main waiting room outside court 3.

### 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.

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### 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.

### 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 Antrim Courthouse please contact:  
The Customer Service Officer  
The Courthouse, 30 Castle Way,  
Antrim BT41 4AQ

Telephone 028 94 462661

Facsimile 028 94 463301

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

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.**

