

Useful Information

Royal Courts of Justice

Location

The courthouse is situated in lower Chichester Street, opposite the Waterfront Hall and beside Laganside Courts.

Transport

The courthouse is close to Central Railway Station and Laganside bus station, which is one of the two city-centre bus stations for Ulsterbus. The other is in Glengall Street. There is a Centrelink bus service available between Laganside and Glengall Street bus stations, leaving approximately every 15 minutes. The quickest pedestrian route from Glengall Street to the Royal Courts of Justice is along Great Victoria Street to Wellington Place, leading directly into Chichester Street and meeting Victoria Street at its junction. This is about a 15-minute walk. There is a taxi rank at the City Hall. The nearest Citybus stop to the court is in Oxford Street, just before the Waterfront Hall. The main bus terminus is around the City Hall area in Donegall Square. For information about the bus and rail timetables contact Translink on 028 90666630 or www.translink.co.uk

Car parking

There is no car parking at the Royal Courts of Justice but there are a number of public car parks nearby. These are shown on the map. Disabled people who want to make arrangements for parking, or want to bring a car as close as possible to the building should phone 028 90724662.

Opening hours

The building is open to the public from 9.00am to 5.00pm and offices are normally open from 10.00am to 4.30pm. The courts sit at different times from 9.00am each morning, usually stopping at 1.00pm for lunch.

Refreshment and other facilities

There is a Refreshment/Tea bar located on the ground floor, which is opened from 9.30am to 4.30pm on Monday – Thursday and 9.30am to 3.00pm on Friday. There are pay phones at the entrance and at the rear of the building on the ground floor. There are public toilets located on the ground floor.

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.

Witness & Child waiting areas

Public waiting areas are located in the main hall and in close proximity to courtrooms on the 1st and 2nd floors. Provision can be made for vulnerable witnesses who require

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separate waiting facilities on request to the Customer Service Officer.

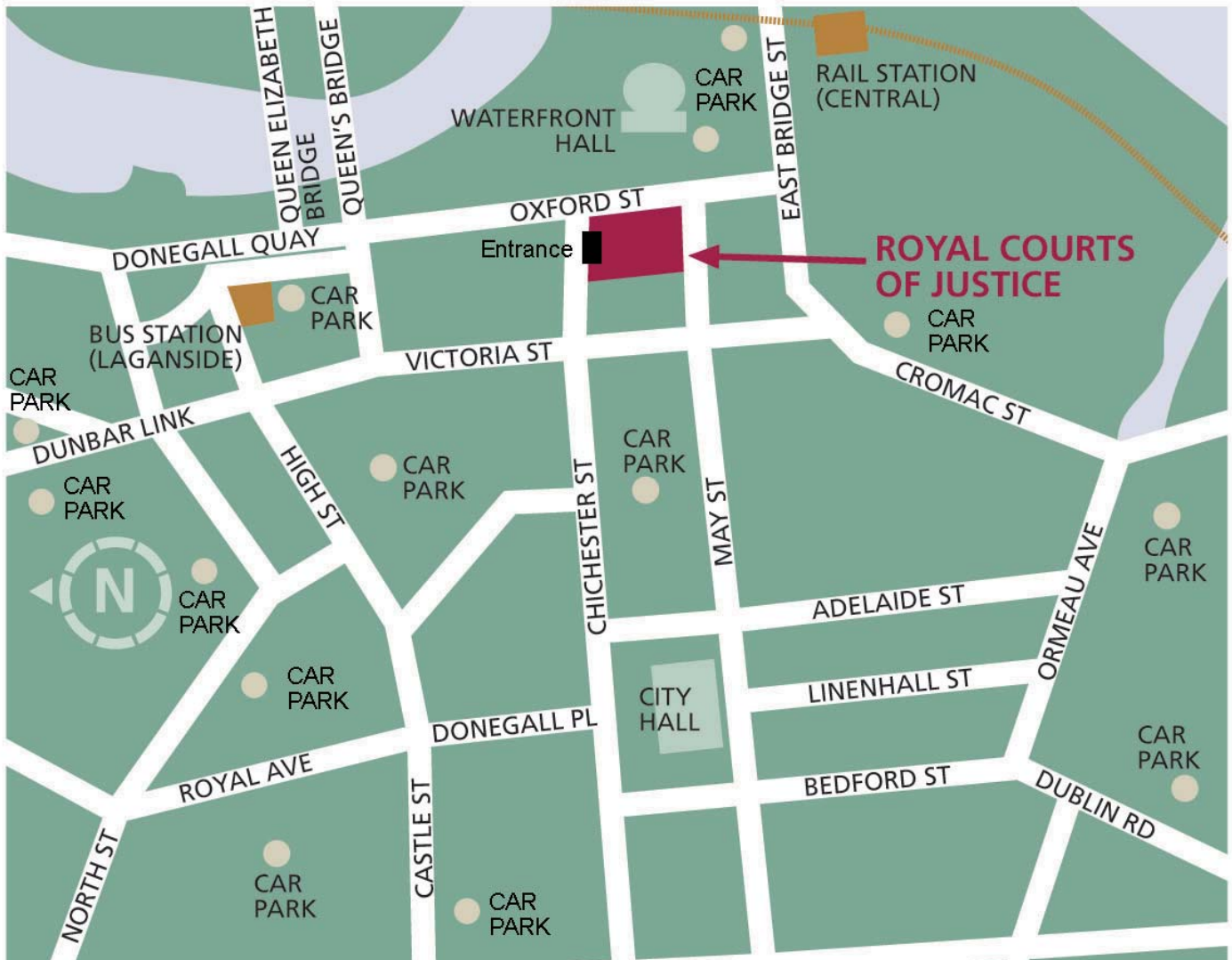
Help and information

There is a reception desk at the main entrance to the Royal Courts of Justice building. This is manned from 9.00am to 5.00pm to provide assistance on directions and facilities within the building. There is a public address system throughout the building. Daily court lists are posted in display units in the main hall. The name and contact details of the RCJ Customer Service Officer is published at all public counter points.

There are a number of leaflets available providing information for court users in relation to court proceedings. If you require additional information before attending court and/or require assistance on arrival please contact the Customer Service Officer.

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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Facilities for disabled customers

There is a ramp to allow access to the building and a lift to all floors.. There are toilets for disabled people at both ends of the main hall on the ground floor. There is an infrared system in most of the courtrooms for people who use hearing aids. If you have a disability or a special need, please contact the customer service manager either before you come to court or on arrival who will provide you with information on the facilities available.

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 (appropriate to your faith). An affirmation is a declaration to tell the truth but it is not sworn on a holy book. When addressing the court, a Judge should be referred to as "My Lord" and a Master as "Master".

Contact information

For further information on the Royal Courts of Justice please contact The Customer Service Manager
Royal Courts of Justice
Chichester Street, Belfast BT1 3JF
Telephone: 028 9072 4661
Fax: 028 9031 3508

E-mail

Supreme Court Administrators Office

adminoffice@courtsni.gov.uk

Probate

probate@courtsni.gov.uk

Chancery Office

chanceryoffice@courtsni.gov.uk

Matrimonial

matrimonial@courtsni.gov.uk

Central Office

centraloffice@courtsni.gov.uk

Office of Care & Protection

officeofcare&protection@courtsni.gov.uk

Official Solicitors Office

officialsolicitorsoffice@courtsni.gov.uk

Tipstaff

tipstaff@courtsni.gov.uk

Civil Processing Centre

civilprocessingcentre@courtsni.gov.uk

RCJ Front of House

frontofhouseofficercj@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

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.