



CUSTOMERS WITH DISABILITIES

Enforcement of Judgments Office/Supreme Court Taxing Office Bedford House

Do you have a particular need?

All our Customers are entitled to fair participation and equality of opportunity in relation to all our services. We want to ensure your visit is as easy as possible. If you have a disability or represent a person with a disability, and have any particular needs in relation to attendance at Bedford House, please communicate these to **Disability Officer (Sandra Cousins)** in advance of attendance (**Telephone 028-90-724810,**) or contact one of our **Customer Liaison Officers (Cathy Brock 028-90-724800, Andrew Dodds 028-90-724830, Jane Harris 028-90-4831 or Isobel Atkinson 028-90-724856).**

Wheelchair users.

We provide wheelchair access to all courts and public counters (lifts to all floors and no steps at front entrance).

Accessible toilets are available on Mezzanine Floor and 7th Floor (accessed by lift) for Customers with a disability.

Access for people with hearing difficulties.

We have two Loop Systems installed on 6th floor which applies sound in a specific area and may be compatible with hearing aids. A portable Loop System is also available.

We can offer a person to communicate in very basic sign language.

We can offer interpreters if adequate advance notice is given.

In case of Emergency Evacuation the officer from our office that the person is with, will be responsible for escorting the individual to a place of safety.



Access for people with vision difficulties.

A guide dog will be permitted to accompany a person with vision difficulties.

If guidance is required the Disability Officer can accompany the person and offer assistance.

Documentation can be provided in large font for ease of reading.

Documents can be converted to Braille on request.

If you are invited to a hearing in a Court Office other than the Enforcement of Judgments Office/Supreme Court Taxing Office and want any advice on the facilities that are available at any of the courthouses, please contact the relevant number from the list below.

Court Office	Telephone Number	Court Office	Telephone Number
Antrim Court Office	☎ 028 9446 2661	Larne Court Office	☎ 028 2827 2927
Armagh Court Office	☎ 028 3752 2816	Limavady Court Office	☎ 028 7772 2688
Ballymena Court Office	☎ 028 2564 9416	Lisburn Court Office	☎ 028 9267 5336
Banbridge Court Office	☎ 028 40623622	Londonderry Court Office	☎ 028 7136 3448
Bangor Court Office	☎ 028 9147 2626	Magherafelt Court Office	☎ 028 7963 2121
Coleraine Court Office	☎ 028 7034 3437	Newry Court Office	☎ 028 3025 2040
Craigavon Court Office	☎ 028 3834 1324	Newtownards Court Office	☎ 028 91814343
Downpatrick Court Office	☎ 028 4461 4621	Omagh Court Office	☎ 028 8224 2056
Dungannon Court Office	☎ 028 8772 2992	Strabane Court Office	☎ 028 71382544
Enniskillen Court Office	☎ 028 6632 2356		

Alternatively you can access Northern Ireland Court Service website for further information at www.courtsni.gov.uk or request 'Customers with Disabilities' leaflet from our office.