

USEFUL INFORMATION ENFORCEMENT OF JUDGMENTS OFFICE

LOCATION

The office is in the centre of Belfast in Bedford House, Bedford Street. Team A and the Accounts and Search Team are located on the 6th Floor, Team B are located on the 7th Floor, and Team C are located on the 9th Floor.

TRANSPORT

The office is a five-to ten minute walk from the railway and bus stations at Great Victoria Street. The quickest route from either terminal is to come from the Northern Mall on to Great Victoria Street. Turn left and cross the street at the pedestrian crossing which is in front of the Europa Hotel. When you cross the street, turn right and go down the first street on the left, Amelia Street. Follow that street, cross Blackstaff Square and go down Franklin Street. After 100 yards, that street joins Bedford Street. Turn left and cross the street. The entrance to Bedford House is to the left of the post office. See map opposite for further help.

CAR PARKING

There is no public car parking. However, there are car parks nearby.

OPENING HOURS

The office is open to telephone callers between 9am and 5pm. The office is open to the public from 10am to 4.30 pm.

HELP AND INFORMATION

Staff on any of the three floors will be able to assist you upon arrival. **Please note that payments can only be accepted at the public counter on the 6th floor.**

REFRESHMENTS AND OTHER FACILITIES

There are no refreshment facilities in the Office. However, there are some eating places close by in the city centre and there is a shop on the ground floor of Bedford House. There is a public phone on the ground floor, and a tannoy system throughout the building. There are toilets

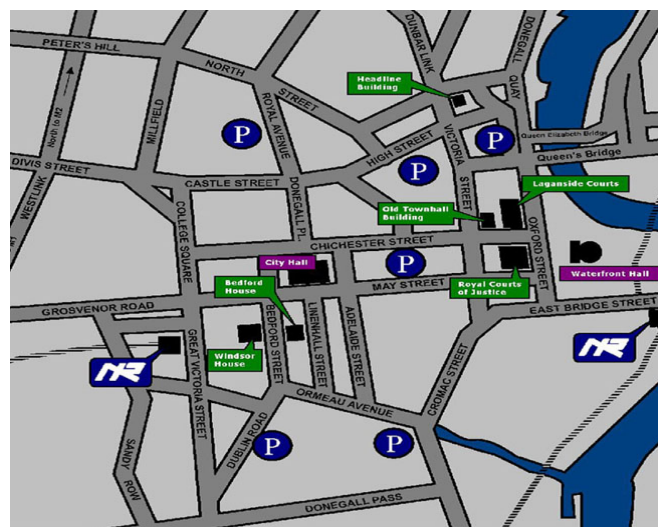
on each floor. There is a no smoking policy throughout the building

GIVING EVIDENCE AT INTERVIEW OR AT A MASTERS HEARING

If you have to give evidence you will be required either to take a religious oath or 'affirm' that you will tell the truth. The person dealing with you will ask you which method you want to use, and you will be invited 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 is not sworn on a holy book.

FACILITIES FOR DISABLED PEOPLE

There are lifts available for wheelchairs and there are toilet facilities for disabled people on the Mezzanine floor. You should contact one of the Customer Liaison Officers or a staff member before arrival so suitable arrangements may be made



CONTACT INFORMATION

6th Floor Bedford House
Bedford Street
Belfast
BT2 7FD
Phone: 028 90245081
Fax: 028 90313520
Textphone: 02890412920
DX: 2933NR BELFAST
Email: PostRoomEJO@courtsni.gov.uk