

COURT OFFICE CLOSURES FOR TRAINING

Please note that the public counters in court offices will be closed on one afternoon each month from 2pm for the purpose of staff training. To facilitate this training, staff will not be responding to emails or telephone calls.

Only urgent business and emergency applications will be dealt with immediately on these training afternoons and access to the public counter will be managed by the security staff. For urgent and emergency telephone enquiries please phone 030 0200 7812. Urgent and emergency applications includes:-

- Emergency Protection Orders;
- Interim Injunctions;
- Secure Accommodation applications;
- Judicial Reviews;
- Domestic Violence ex-parte applications (such as emergency non-molestation and occupation orders);
- Declaratory summonses;
- Appeals; and
- Bails.

It should also be noted that the Bails Office and Front of House counters in Laganside Courts and the Royal Courts of Justice will remain open for business during this period and all scheduled court hearings will proceed as normal.

The dates of the public counter closures are:

APR 2017*	MAY	JUNE	JULY*	AUG	SEPT	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY
5	10	14	19	9	13	11	8	13	10	14	14	11	9

***Dates in red refer to Laganside Courts only**

Finally we would like to take this opportunity to remind all our customers that we offer online alternatives for a number of our counter services such as:

- Fine payments;
- ICOS Case tracking;
- Copy orders;
- Small Claims on line; and
- Public court lists

and we would encourage our customers use these services which are available 24 hours every day.