

## Craigavon Courthouse

### Location

The courthouse is located opposite Craigavon Shopping Centre adjacent to Marlborough House.

### Transport

Portadown railway station is approximately 3km from the courthouse and there is a regular bus service from the station to Craigavon Shopping 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 large car park available at the front of the courthouse which is clearly signposted. Disabled parking spaces are also available.

### 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 10.30am. The office is open for fine payment or other business during lunch.

### Refreshment & other facilities

The canteen is open from 9.30am to 2.00pm and offers a wide selection of snacks and hot meals. The nearby shopping centre also has coffee shops and restaurants. There are payphones in the main waiting area, and a public address system throughout the building. There is a no smoking policy in Craigavon Courthouse.

### Help and information

Staff at the Reception Desk or at the public counter will be pleased to help with any queries you may have. Notice boards at the entrance and outside each courtroom display lists of the daily business. Please note that court lists do not run in numerical order. Usually applications to adjourn and settlements/pleas of guilty are taken first. The Judge then decides the running order of cases proceeding. Please ask a member of uniformed staff if you do not have a solicitor acting for you.

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. All courtrooms in Craigavon have induction loop systems, and our leaflets can also be made available in large print.

### 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.

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### Witness & Child waiting areas.

There are also designated waiting areas for prosecution witnesses as well as secure waiting rooms for vulnerable or intimidated witnesses. The Young Witness Service has a permanent office on site, and a member of staff is designated as a Child Liaison Officer. If you have not already done so, you may wish to contact a solicitor before coming to court.

### 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.

### Note Taking in Court

Anyone wishing to take notes in court must obtain the judge's prior permission.

### Contact information

For further information on Craigavon courthouse please contact:  
The Customer Service Officer  
The Courthouse,  
Central Way,  
Craigavon BT64 1AP

Telephone: 028 3834 1324

Facsimile: 028 3834 1243

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

### Contact information

This information sheet will be made available in a range of alternative formats. Requests for alternative formats should be made to Communications Group. For further information on other courthouses please contact:

NI Courts and Tribunals 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 Courts and Tribunals 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.



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