

Scottish Courts  
and Tribunals Service



**Visiting**

**Paisley Sheriff Court**

**and**

**Justice of the Peace Court**



This leaflet will help you to plan your visit to the Paisley Sheriff Court and Justice of the Peace Court.

If you require more information about anything here you can email:



[enquires@scotcourts.gov.uk](mailto:enquires@scotcourts.gov.uk)

or telephone the Property and Services Unit on:

**0131 440 3300**



or text phone

**18001 0131 444 3300**

(Full contact details are on page 22)

# **Contents**

## **Location Details**

Page 4

.....

## **Ways of getting to the Court Building**

Pages 5 to 8

.....

## **On Arrival**

Pages 9 to 11

.....

## **Facilities**

Pages 12 to 18

.....

## **Floor Plans**

Pages 19 and 20

.....

## **Opening Times & Public Holidays**

Page 21

.....

## **Contact Information**

Page 22

.....

## **Additional Information**

Pages 23 and 24

## Location Details



Paisley Sheriff Court and Justice of the Peace Court is located in one building on St James Street in Paisley town centre.



The main public entrance is on St James Street which is a short walk from Paisley Gilmour Street Rail Station and the main bus station.

## Ways of getting to the Court Building

### By Bus



Local and out of town buses stop in the town centre at Gilmour Street.

McGill's 19 service stop on St James Street and Wilsons of Rhu service 340 stop on Caledonia Street both of which are a short walk from the court building.



Bus stop locations

## By Train



The main train station is Paisley Gilmour Street which is a short 0.1 mile walk from the court building.

Trains run to and from Glasgow regularly.

Visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or call **03457 484 950** for train times.



Train station location

## By Public Transport

Contact Traveline Scotland for all public transport enquiries and assistance on **0871 200 22 33** or visit [www.travelinescotland.com](http://www.travelinescotland.com)

## By Car

There is no public car parking at the court building. Public pay and display parking facilities are available on Glen Street, Glen Lane and Moncrieff Street, all of which are close to the court building.



Pay and display parking

Two disabled parking bays are located on Glen Street and Glen Lane, and four disabled bays are on Moncrieff Street.

Travel by public transport is recommended.



### By Taxi

Taxis are available at  
Paisley Gilmour Street train  
station.



## On Arrival



Entrance steps



Entrance ramp

## Entrance

Public entrance to the court building faces on to St James Street and is accessed from pavement level by nine steps, or by a side ramp for those with restricted mobility.

The entrance doors are double swing access doors which can also be opened automatically by push pad



activation on the right-hand side of the doorway.

## Security Check



You will enter the security lobby where trained security staff will request that you pass through a metal detector.

Wheelchair users are scanned by a paddle scanner.

Your bags or briefcases may also be searched.

When you are ready, the security staff will direct you to the reception desk located to the left of the main hall, which serves as the central point of access the rest of the building.



Reception desk

Please report to the reception desk and state the reason for your visit. Reception staff will then direct you accordingly. Staff can assist you if you have any question about the court building or your visit.



If you have a wheelchair or a pushchair and you require specific access assistance, please telephone:

**0141 887 5291**

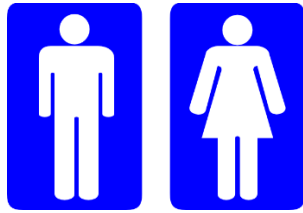


or textphone

**18001 0141 887 5291**

For further information on the layout of the court building please refer to the floor plan layouts on pages 19 and 20.

## Facilities



### Toilets

Public male and female toilets are located throughout the ground and first floor public areas.



At ground floor level an accessible toilet is located to the right hand side of Court 5 and at first floor level an accessible toilet is located to the left hand side of Court 7.



A baby changing facility is provided in the accessible toilet on the ground floor.

### Signage

High contrast signage is provided around all circulation areas to ensure the public zones are easily navigated.



## Refreshments

Hot and cold drinks and light snacks are available at the Tea Bar located at ground floor level next to the reception desk. The Tea Bar is open every weekday until 1pm.

If you are sitting on a jury, lunch and refreshments will be provided for you if the court sits into the afternoon.



## Hearing Loop

For people who are hard of hearing a fixed loop induction service is available at all reception counters. Portable mobile loop induction services are available for all courtrooms.

On arrival please inform the reception desk staff if you require this facility.



Typical court room



## Courtrooms

All courtrooms are accessible to wheelchair users with exception of Court 1 at ground floor level and the Justice of the Peace Court on second floor level.

If you are due to attend either of these Courts and you require wheelchair assistance, please contact the court on **0141 887 5291** so that prior arrangements for reasonable adjustments can be made.

Courts 2 to 8 which are located on ground and first floor levels can accommodate wheelchair users however assistance may be required to open double doors that lead into the public seating area of the courtroom.

The main concourse and atrium area are barrier free and well lit, however the courtroom entrance lobbies do not have automatic push pad opening.

Some building users and visitors may require assistance with accessing these areas.

Assistance will be provided if help is required.

### Lifts

A passenger lift located in the ground floor main atrium provides public access to the ground and first floor level court rooms. The lift is provided with illuminated floor level indicators, raised floor indicator buttons, voice over floor and door alerts.





Witness Room

## Witness Rooms

All Witness Rooms are spacious and can accommodate wheelchair users and persons with restricted mobility.

Comfortable seating and reading materials are also provided.

Corridor doors serving the witness rooms do not have automatic push pad opening. Some building users and visitors may require assistance with accessing these areas.

Assistance will be on hand if required.

Male and female toilets are provided and an accessible toilet is located at ground floor level to the right hand side of Court 5 and at first floor level to the left hand side of Court 7.

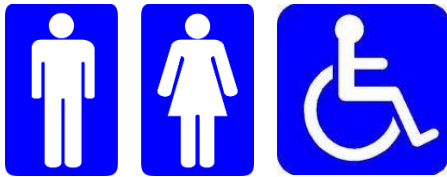




## Jury Rooms

Jury Rooms are furnished with comfortable seating.

Male and female toilet facilities are provided and an accessible toilet is located at ground floor level to the right hand side of Court 5 and at first floor level to the left hand side of Court 7.



## Fines and Criminal Office

The Fines and Criminal Office are located on the ground floor level near the main entrance to the court building.

Double doors are positioned open to allow barrier free access.



Fines and Criminal Office

The reception desk is provided with a dropped counter and a fixed induction loop system.

## The Civil Office

The Civil Office is located on the ground floor level and observes the same opening hours as the main court building.

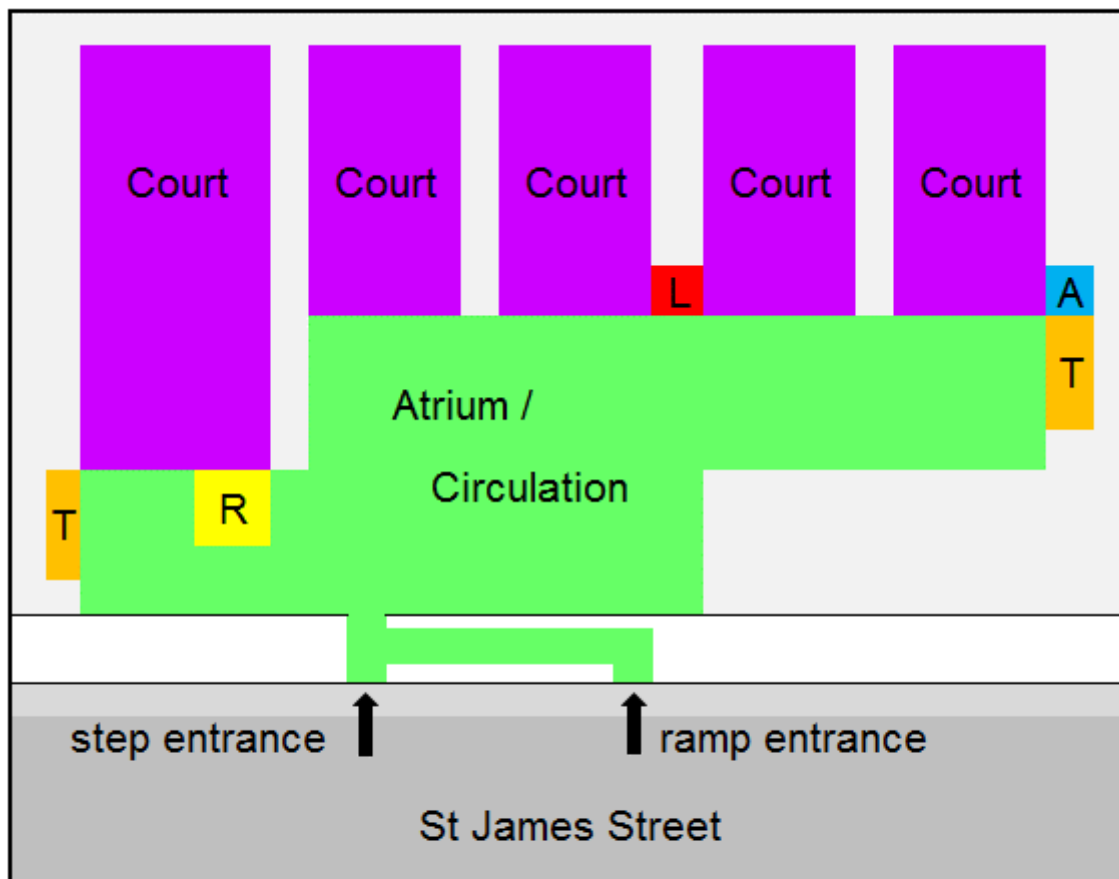


Civil Office Waiting Room

There is no push pad automated door entry to this area therefore if you require assistance, please ask at the main reception upon entry to the building.

The waiting area has sufficient space for wheelchair manoeuvrability and is provided with a dropped reception counter.

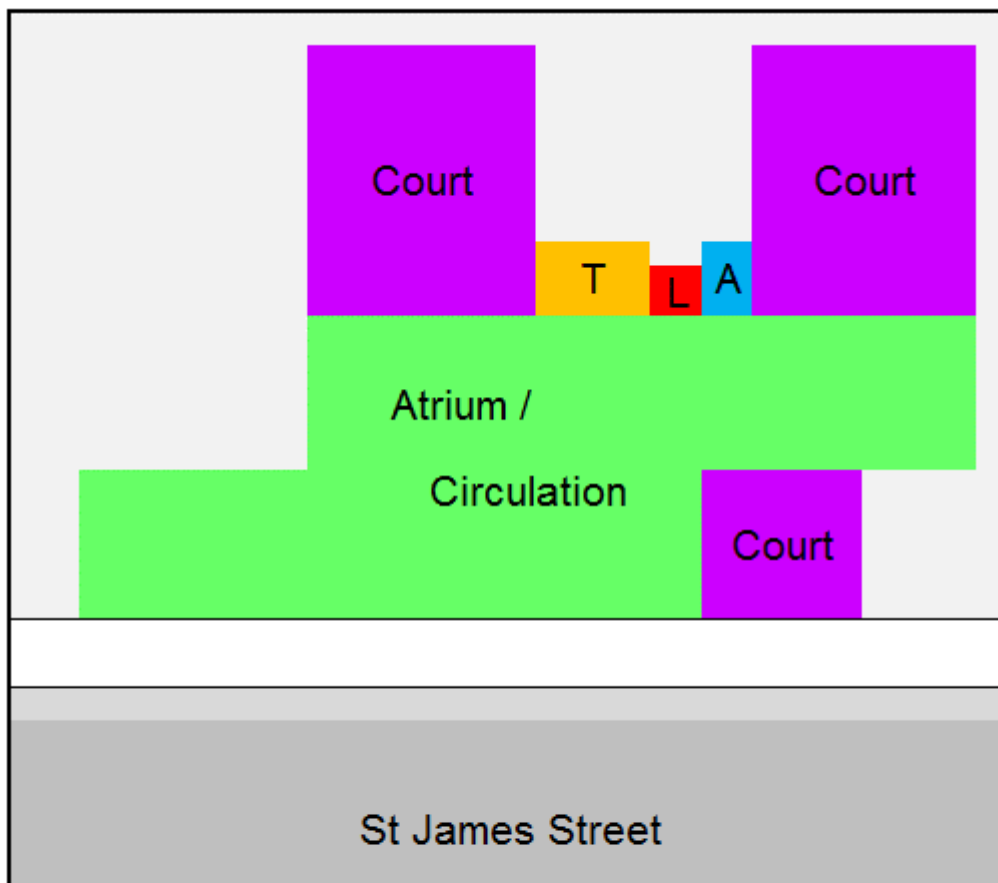
## Floor Plans



- |          |           |          |                        |
|----------|-----------|----------|------------------------|
| <b>R</b> | Reception | <b>A</b> | Accessible Toilet      |
| <b>L</b> | Lift      | <b>T</b> | Male and Female Toilet |

Ground Floor Layout

## Floor Plans



Male and Female Toilet



Lift



Accessible Toilet

First Floor Layout

## Opening Times

### Weekly

Monday to Thursday: 9 am to 5 pm

Friday: 9 am to 4.30 pm

### Staff Training during 2016

The public offices at Paisley will close one day per month at 1pm to allow for staff training. These dates can be found [here](#)

The reception desk will remain open during this time to assist customers.

### Public Holidays

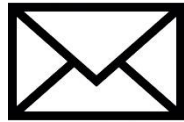
#### 2016

- 25<sup>th</sup> and 28<sup>th</sup> of March
- 2<sup>nd</sup> and 30<sup>th</sup> of May
- 1<sup>st</sup> August
- 26<sup>th</sup> September
- 28<sup>th</sup> November
- 26<sup>th</sup> and 27<sup>th</sup> December

#### 2017

- 2<sup>nd</sup> and 3<sup>rd</sup> January
- 14<sup>th</sup> and 17<sup>th</sup> April

## Contact Information



### **Postal Address**

Paisley Sheriff Court and  
Justice of the Peace Court  
Sheriff Court House  
St James Street  
Paisley PA3 2HW

### **Sheriff Clerk**

Allister Wilson



### **Main Telephone**

**0141 887 5291**

### **Civil Department contact**

**0141 887 5291** ext 436804

### **Criminal department contact**

**0141 887 5291**

ext 436823, 436829 or 436834

### **Jury helpline**

**0800 731 9088**



### **Email**

[paisley@scotcourts.gov.uk](mailto:paisley@scotcourts.gov.uk)

## Additional Information

If you require this document in an alternative format please contact the Property and Services Unit at the below address.



[enquires@scotcourts.gov.uk](mailto:enquires@scotcourts.gov.uk)

### **The Scottish Courts and Tribunals Service**

Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3XD



**0131 444 3300**

or text phone

**18001 0131 444 3300**

## **This Report**

This report has been compiled using the Scottish Accessible Information Forum, 'Making Information Accessible' guidance published September 2014.

A copy of our Court Users' Charter can be accessed [here](#)

Should you require this document in another language or format please contact:

Court Services Branch  
Scottish Courts and Tribunals  
Service  
Spur N1, Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3XD  
[csbenquiries@scotcourts.gov.uk](mailto:csbenquiries@scotcourts.gov.uk)  
0131 444 3455