Scottish Courts and Tribunals Service

Visiting

Falkirk Sheriff Court

And

Justice of the Peace Court

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

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

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)

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Location Details

Falkirk Sheriff Court and Justice of the Peace Court is located within one building on Main Street in Camelon, Falkirk.

The main public entrance is on Main Street which is a short walk from Camelon Railway Station with the Bus Stop directly outside the court.

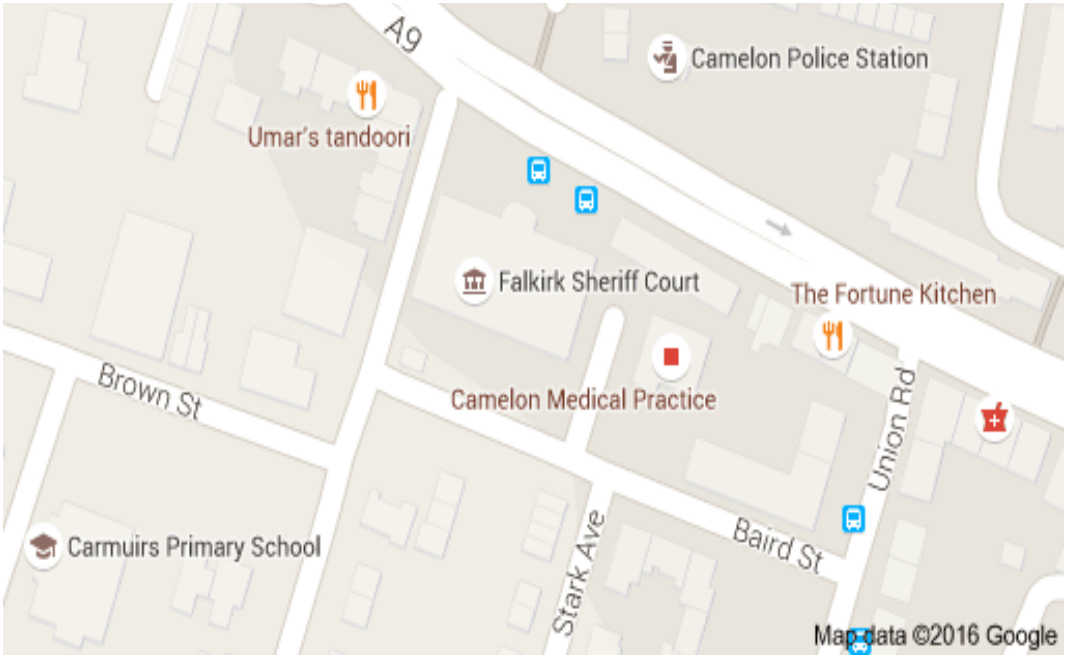
Ways of getting to the Court Building

Travel by public transport is recommended.

By Bus

Local and out of town buses stop in the Main Street, Camelon on both sides of the road.

First Bus services 4/4A, X35, X37, 59, X81A and X86. Also Bus stop across the street are services 2/2A/2B, 38/38A and X86C, outside the court building.



Bus stop locations

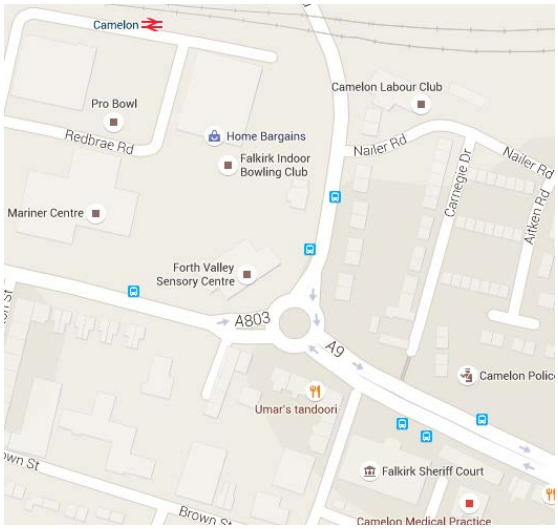
By Train

The main train station is Camelon which is a short 0.3 mile walk from the court building.

Trains run to and from Glasgow and Edinburgh regularly.

Visit www.nationalrail.co.uk or call **03457 484 950** for train times.

Train station location



By Public Transport

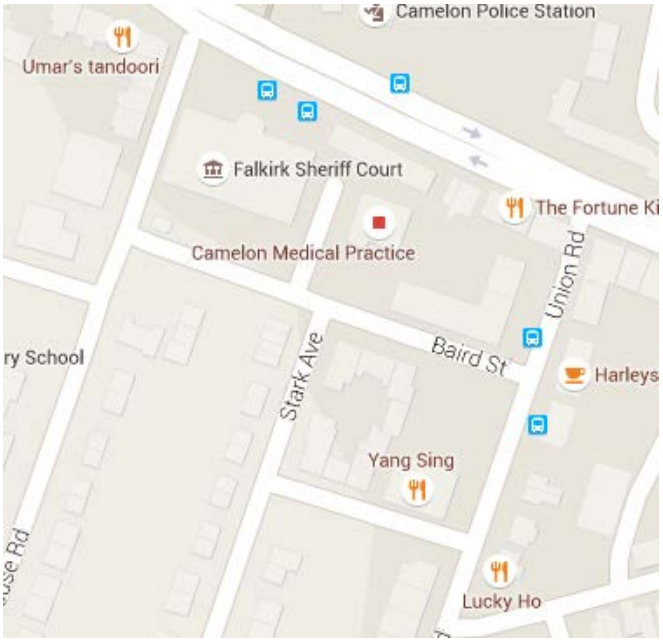
Contact Traveline Scotland for all public transport enquiries and assistance on **0871 200 22 33** or visit www.travelinescotland.com

By Car

There is no public car parking at the court building.

Parking facilities are available on Baird Street, Mansionhouse Road and Stark Avenue, all of which are close and behind the court building.

One disabled parking bay is located at Court and contact should be made with the court on 01324 620822 to book the space.



By Taxi

Local Taxis are available to book on the following numbers

Express Taxis 0500638000

Bruce Taxis 01324 636000.

Other Taxi companies are available.

On Arrival

Entrance

Public entrance to the court building faces on to Main Street and is accessed from pavement level by twelve steps, or side ramps on either side of the building for those with restricted mobility.

Entrance ramp

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 may be subject to security checks in the main court foyer where trained security staff may use a paddle scanner.

Wheelchair users are scanned by a paddle scanner.

Your bags or briefcases may also be searched.

Reception desk

The reception desk is located straight in front of the main doors.

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:

01324 620822

or textphone

18001 01324 630822

For further information on the layout of the court building please refer to the floor plan layouts on pages19 and 20.

Facilities

Toilets

Public male and female toilets are on the first floor public area.

At ground floor level an accessible toilet is located to the left hand side of the reception desk.

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 Cafeteria located at the top of the stairwells on the first floor.

The Cafeteria is open every Weekday from 9am until 3pm.

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, fixed loop induction service is available at all reception counters. Portable mobile loop induction services are available in all 4 courtrooms.

Typical court room

Courtrooms

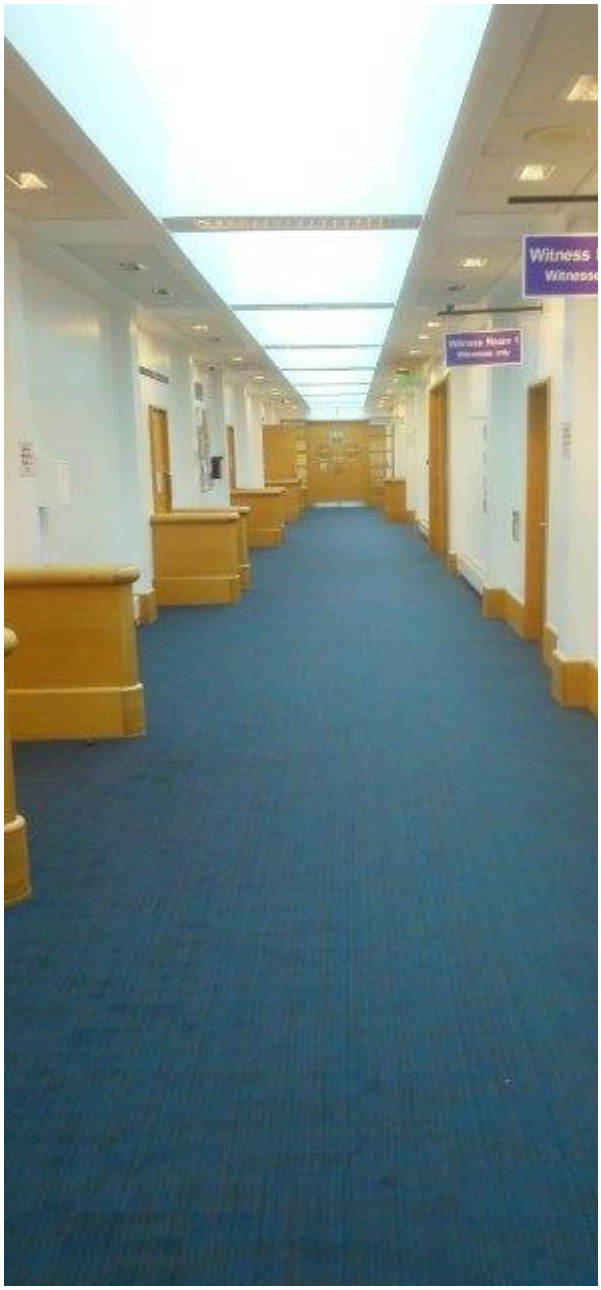
All courtrooms are accessible to wheelchair users on the same floor.

If you are due to attend any of the Courts and you require wheelchair assistance, please contact the court on **01324 620822** so that prior arrangements for reasonable adjustments can be made.

All Courts can accommodate wheelchair users, however assistance may be required to open double doors that lead into the public seating area of Courtrooms 1 and 3.

Courtrooms 2 and 4 are accessed by a single door.

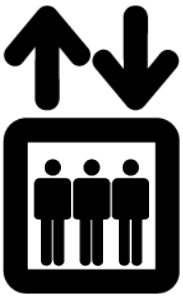
The Court Officers or staff will assist users into either court as required.



The main Court landing on the first floor area is barrier free and well lit, however the courtroom entrances 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 is located on the ground floor within a secure area to the left of the Reception Desk and Court Staff will assist you to access this area. This leads to the courtrooms on the first floor level, with voice over floor and door alerts.

Witness Room

Witness Rooms

There are 5 Witness Rooms in total, situated on the First floor, which can accommodate wheelchair users and persons with restricted mobility.

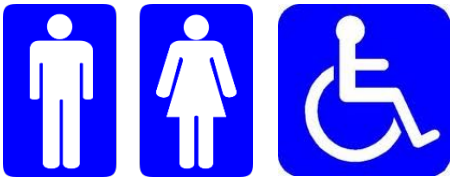
Comfortable seating,reading materials and televisions are also provided.

Corridor doors serving the witness rooms do not have automatic push pad opening.

Some building users and visitors will require assistance with accessing the Vulnerable Witness rooms and other areas.

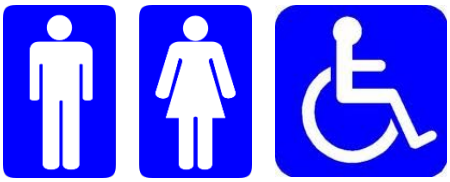
Assistance will be on hand if required.

Male and female toilets are provided on the first floor and an accessible toilet is located at ground floor level to the left hand side of the Reception desk.

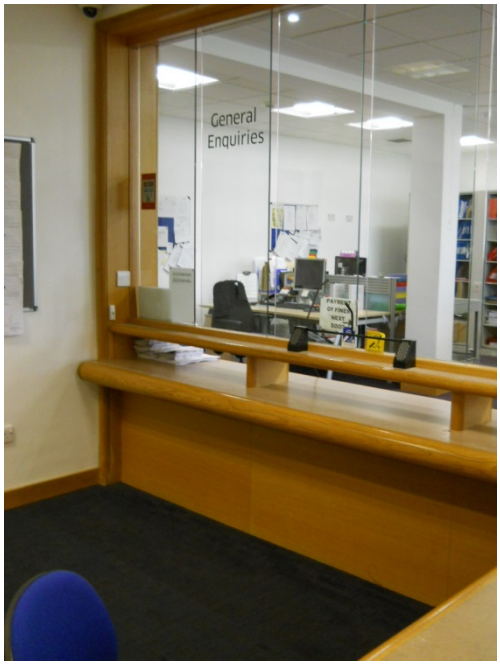


Jury Rooms

There are 2 Jury Rooms and these are furnished with comfortable seating.



Male and female toilet facilities are provided and an accessible toilet is located at ground floor level to the left hand side of the reception desk. A key is available from the main office.



Fines and Criminal Office

The Fines and Criminal Office are located on the ground floor level, to the right of the main entrance to the court building and clearly signed. Civil enquiries are also located in the same office.

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

The Civil Office

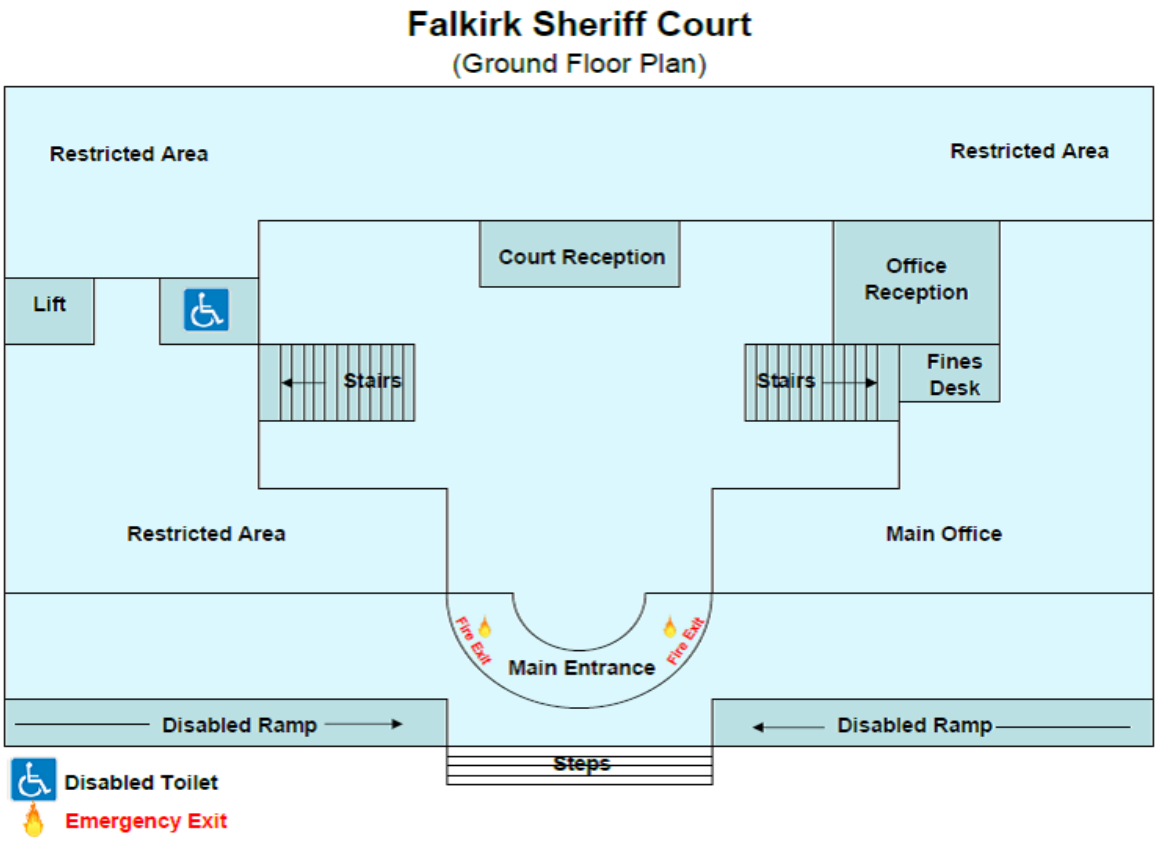
Civil Office Waiting room

The Civil Office is located on the ground floor level to the right of the reception desk and is combined with the Fines and Criminal Departments. It observes the same opening hours as the main court building.

There is disabled access by way of a push pad automated door to the main office.

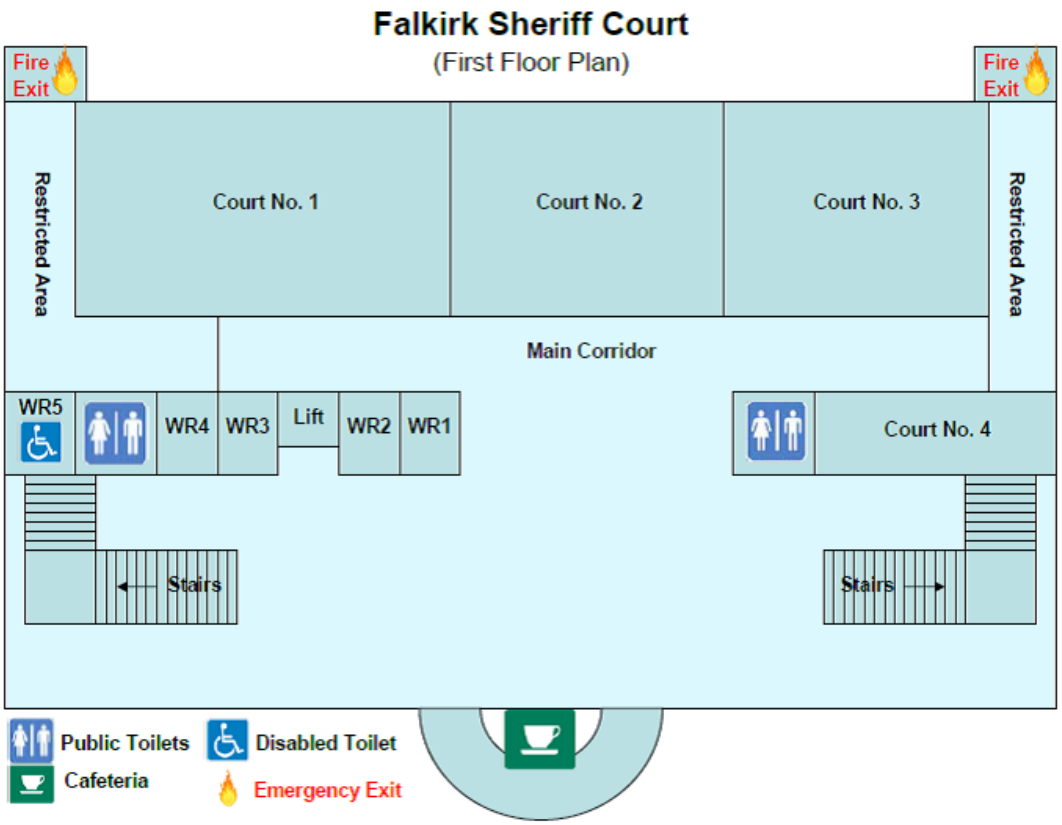
The waiting area has sufficient space for wheelchair manoeuvrability and is provided with a dropped reception counter.

Floor Plans



Ground Floor Layout

Floor Plans



First Floor Layout

Opening Times

Weekly

Monday to Thursday:	9 am to 5 pm
Friday:	9 am to 4.30 pm

Public Holidays

2017

- 2nd and 3rd of January
- 14th and 17th of April
- 1st May
- 3rd July
- 31st July
- 4th September
- 27th November
- 25th and 26th December

Contact Information

Postal Address

Falkirk Sheriff Court and
Justice of the Peace Court
Sheriff Court House
Main Street
Camelon
Falkirk FK1 4AR

Sheriff Clerk

Dennis McCall

Main Telephone

01324 620822

Civil Department contact

01324 620822

Criminal department contact

01324 620822

Jury helpline

01324 678237

Email

falkirk@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

The Scottish Court and Tribunal Service
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

0131 440 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.

For further information regarding the contents of the report and The Scottish Courts and Tribunal Service Charter, please access the website.