

WELCOME TO STIRLING SHERIFF & JUSTICE OF THE PEACE COURT



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

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Opening Times

Monday to Thursday 9am to 5pm

Friday 9am to 4.30pm

Please note only the Criminal/Fines Office is open during lunch time between 1pm and 2pm however there is a limited staff during this period.

Staff Training

Please note that the offices may close for staff training. Details will be published in advance in the court building and on the website.

Public Holidays – 2017

Monday 04 September

Monday 27 November

Monday 25 December

Tuesday 26 December

Public Holidays – 2018

Monday 01 January

Tuesday 02 January (The New Year Custody Court will be on Tuesday 02 January)

Friday 30 March (The Easter Custody Court will be on Saturday 31 March)

Monday 02 April

Monday 07 May

Monday 02 July

Monday 06 August

Monday 10 September

Monday 03 December

Tuesday 25 December

Wednesday 26 December

Contact Details



Postal address

Sheriff Court House
Viewfield Place
Stirling
FK8 1NH



Main telephone

01786 462191

Sheriff Clerk

Danielle Blue

DX Address

ST 15 STIRLING

Legal post

LP - 6, STIRLING

Fax Number

01786 470456



General Email

stirling@scotcourts.gov.uk

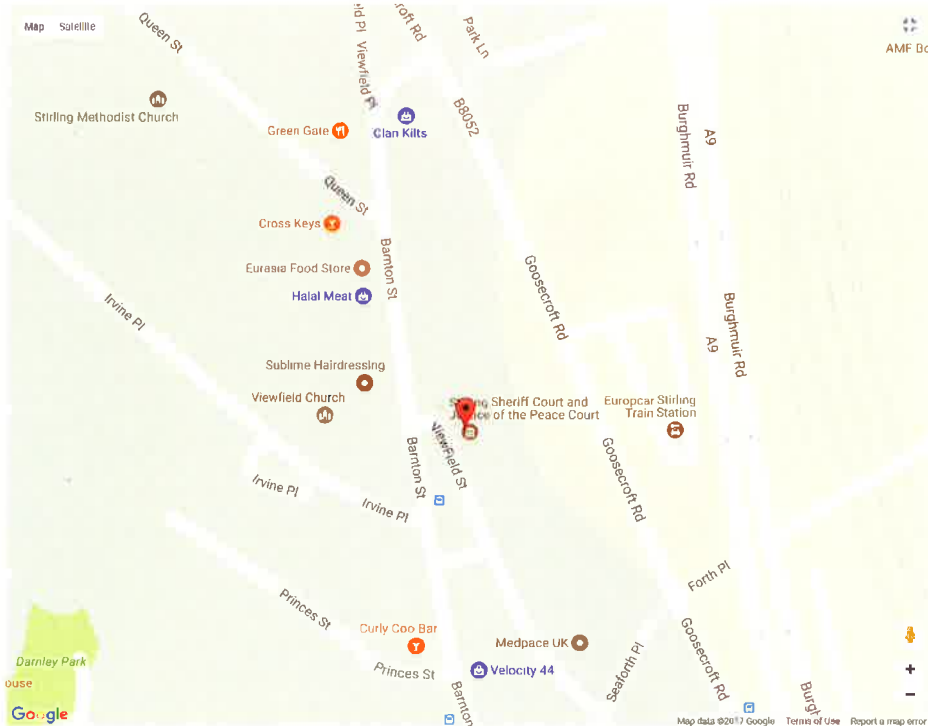
Accessibility contact

If you have a text phone you can contact the court using Text Relay.

If you require the support of an interpreter when you contact a court, a phone based service is available - ask for Language Line and the language required.

If you use British Sign Language (BSL) and wish to phone us using a sign language interpreter, you can use the online video relay interpreting service. For more information see the contact SCOTLAND website. www.contactsotland-bsl.org

Location of Court



Stirling Sheriff & Justice of the Peace Court is located near Stirling town centre. The Court is based on Viewfield Place and is well served by public transport with many public amenities being located close by.



By rail and bus

Stirling's rail and main bus stations are located less than 1 mile from the court house just off Goosecroft Road, from which approximately a 6-7 minute walk to the court.

Visit [ScotRail](#) or [National Rail Enquiries](#) for train times.



By car

There is no public car parking available at the courthouse. Parking is available at the Thistle Centre and near to the train station. Within 5 minutes walk from the courthouse there are a number of pay and display parking places on Queen Street and free on-street parking in Cowane Street.



By taxi

There are taxi ranks situated at the train station and at the entrance to the Thistle Shopping Centre.

On Arrival



The Public entrance to the court is located in the middle of the building and is accessed by 2 steps.

Special Access



A ramp provides alternative access for wheelchairs or prams, this is operated by a buzzer/monitor system which is on the door, the ramp entrance can be seen on the left-hand side of the picture above.

When you arrive at the courthouse please report to the Reception Desk (*please note the Reception desk is normally manned between 9am and 10am only.*) There are notice boards to the right of the reception and a screen in the main foyer showing in which court a case is calling. There are 4 courtrooms - courts 1 and 3 are located upstairs, court 2 is on the ground floor and court 4 is on basement level.

The Criminal/Fines Office

This office is located through the door on the right-hand side past the reception desk, this office has a height adjusting counter and a speaker system. Payment of fines can be made using cash, cheque, and credit/debit card. Fines Payments can also be made online on our website: www.scotcourts.gov.uk or by automated telephone payment to the number listed at the end of the leaflet.

Civil Office

This office is located through the door on the left-hand side past the reception desk, this office has a height adjusting counter and a speaker system. If you are attending for jury duty please come to the main reception where you will be directed to the courtroom.

Facilities



Toilets

Toilets are available to court users on the ground floor of the building, located under the main staircase. There is also a disabled toilet with baby changing facilities available on the ground floor, access to this can be obtained by any member of staff as it is located through a security door.



Refreshments

The Court has a small café which is run by Strathcarron Hospice Volunteers who supply light refreshments between 09:45am and 12 noon. There are other cafes and bakeries within easy reach of the court. 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 loop induction service is available in all courtrooms for people who have hearing difficulties. Please speak to a member of staff if you require to use this facility.

Court Rooms

All court rooms are accessible to wheelchair users, If you are due to attend court and require wheelchair assistance please contact the court in advance, as some wheelchair access points are in secure areas of the building.

Court 1



Court 1 is located on the 1st Floor and is the main Court room used during jury trials in Stirling Sheriff Court and is the largest of the 4 courts.

Court 2



Court 2 is located on the ground floor, this room can also be used on occasion for jury trials, this is second largest court room and both civil and criminal cases are heard in this court.

Court 3



Court 3 is located on the 1st Floor and is the smallest of the 4 courts and is generally used for different types of Civil business.

Court 4



Court 4 is the newest court, this area of the building was converted into a court room for the amalgamation of the Sheriff Court and what was the district court, to then form the Sheriff & Justice of the Peace court. This court is normally used for a variety of Criminal matter but can also hold civil courts.



Lifts

A lift is available, located outside the Civil office, the lift provides access to the 1st Floor, if you require access to Court 4, which is basement level, please speak to a member of staff who will require to accompany you as this takes you through a restricted area.

Witness Rooms



(Typical Witness Room)

There are 6 Witness Rooms in the Court, they are all spacious and can accommodate wheelchair users and persons with restricted mobility. Comfortable seating; reading materials and some free puzzles are also provided. Staff from Witness Services are always available when there are trials running to offer support and assistance to witnesses on the day.

Jury Rooms



Jury Rooms are furnished with large tables and seating for all 15 jurors, they have their own tea/coffee making facilities in the rooms and biscuits are normally provided. Jurors who are serving on a jury will be provided lunch if court is going to run after lunch time. There is separate Jury Dining Room in which lunch is supplied which is located in the basement level.

Additional Information

List of contacts for other relevant services

Procurator Fiscal Service:	08445 613 110
Witness Services (Stirling):	01786 449581
Victim Support (VIA-Stirling):	01786 445782
Children's Reporter Stirling:	0300 200 1555
Stirling Council:	01786 404040
Automated Fines Payments:	0300 790 0003