

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](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)

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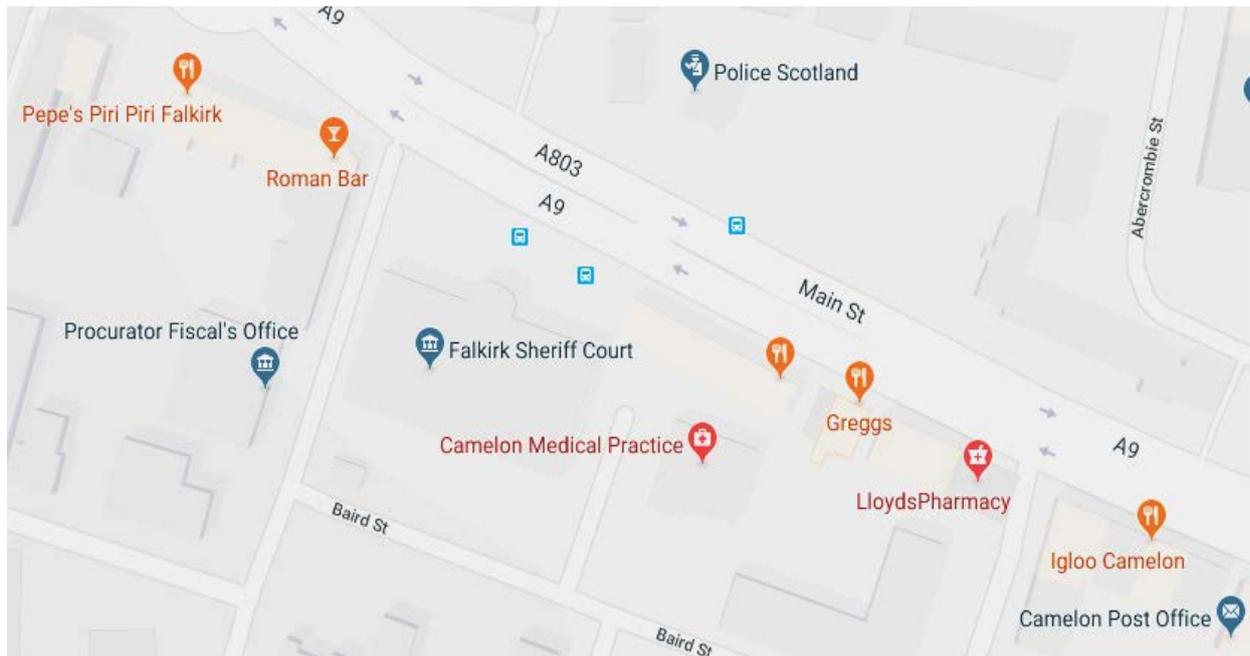
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## **Additional Information**

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## Location Details



The public entrance to the courthouse faces onto Main Street. The main doorway is raised above street level and is accessed by a series of 12 steps.

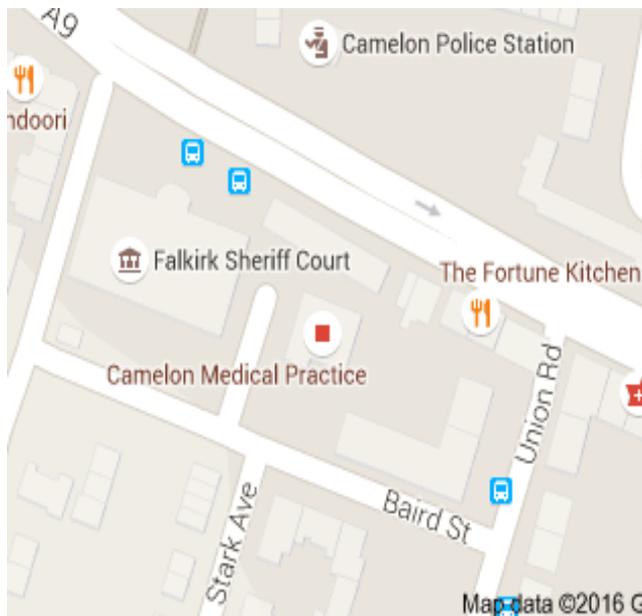
For users with restricted mobility there are two ramps provided at the eastern and western sides of the main entry to the building. A push pad is located on the right hand side of the double swing doors.

## Ways of getting to the Court Building



### By Bus

If travelling by bus, there are a number of buses that serve Falkirk Sheriff Court, all of which stop outside or a short walking distance.



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

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



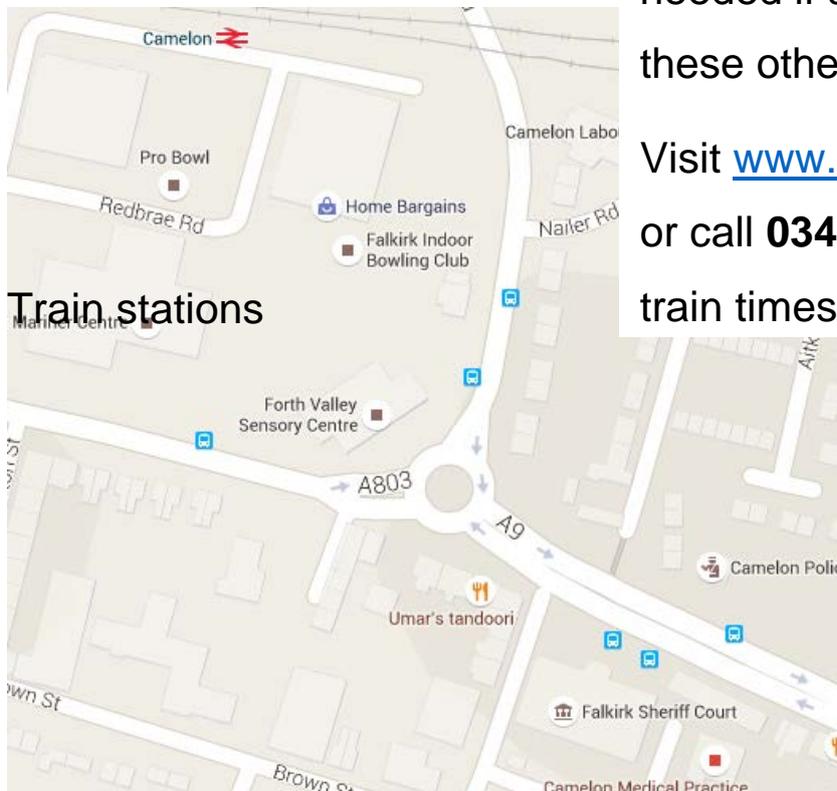
## By Train

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.

There are also stations at Camelon, Grahamston and Falkirk High. A taxi will be needed if alighting from these other stations.

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



Train stations



### **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. 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 on 01324 620822 in advance to book this.

## 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.

The automatic swing door is activated by a push pad on the right-hand side of the doorway.

## Security Check

You may be subject to security checks in the main court foyer by trained security staff.

Wheelchair users are scanned by a paddle scanner.

Your bags or briefcases may also be searched.



## Entrance

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.

## Assistance

If you have a wheelchair or a pushchair or need specific access assistance, please telephone in advance :

**01324 620822**

or textphone

**18001 01324 620822**

## Facilities



### **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.

### **Internal Access**

A lift is available by request on the east side of the court for wheelchair users to access these. This lift found through the double doors, adjacent to the eastern staircase is a suitable size to comfortably accommodate a wheelchair and includes illuminated floor level indicators, raised floor indicator buttons, voice over floor and door alerts.

Upon reaching the first floor, the stairwell and lift opens out into the main public corridor. This corridor acts as both the route to accessing courts 1, 2 and 3, as well as the waiting area before a session. This corridor is spacious, wide and well lit.



High Contrast signage around  
The court

## Public Areas

The reception desk is located on the ground floor and positioned opposite the entrance lobby. It is here that all visitors should report to for advice on direction to the appropriate court. The area around this reception is ample enough for wheelchair users to manoeuvre freely. The desk has a dropped desk as well as full induction loop. On arrival please inform the reception desk staff if you require this facility.



## Toilets

Public male and female toilets are on the first floor public area. At ground floor level an accessible toilet and baby change facility is found to the left side of the reception desk.



## 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.

## Toilets

Toilets are available on the following floors:

First Floor - Public Female / Male toilets.

Ground Floor - Public accessible toilets and baby change facility is found next to the eastern staircase with a key is available from the main office for this.



## 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 are made.

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

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.



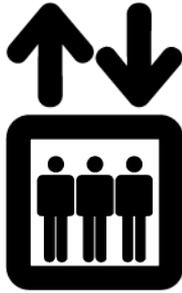
## Courtrooms

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. Staff will assist users into either court as 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 and Jury 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

## Jury Rooms

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

Male and female toilet facilities are provided on this level. The accessible toilet and baby change are located at ground floor level.

## 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.



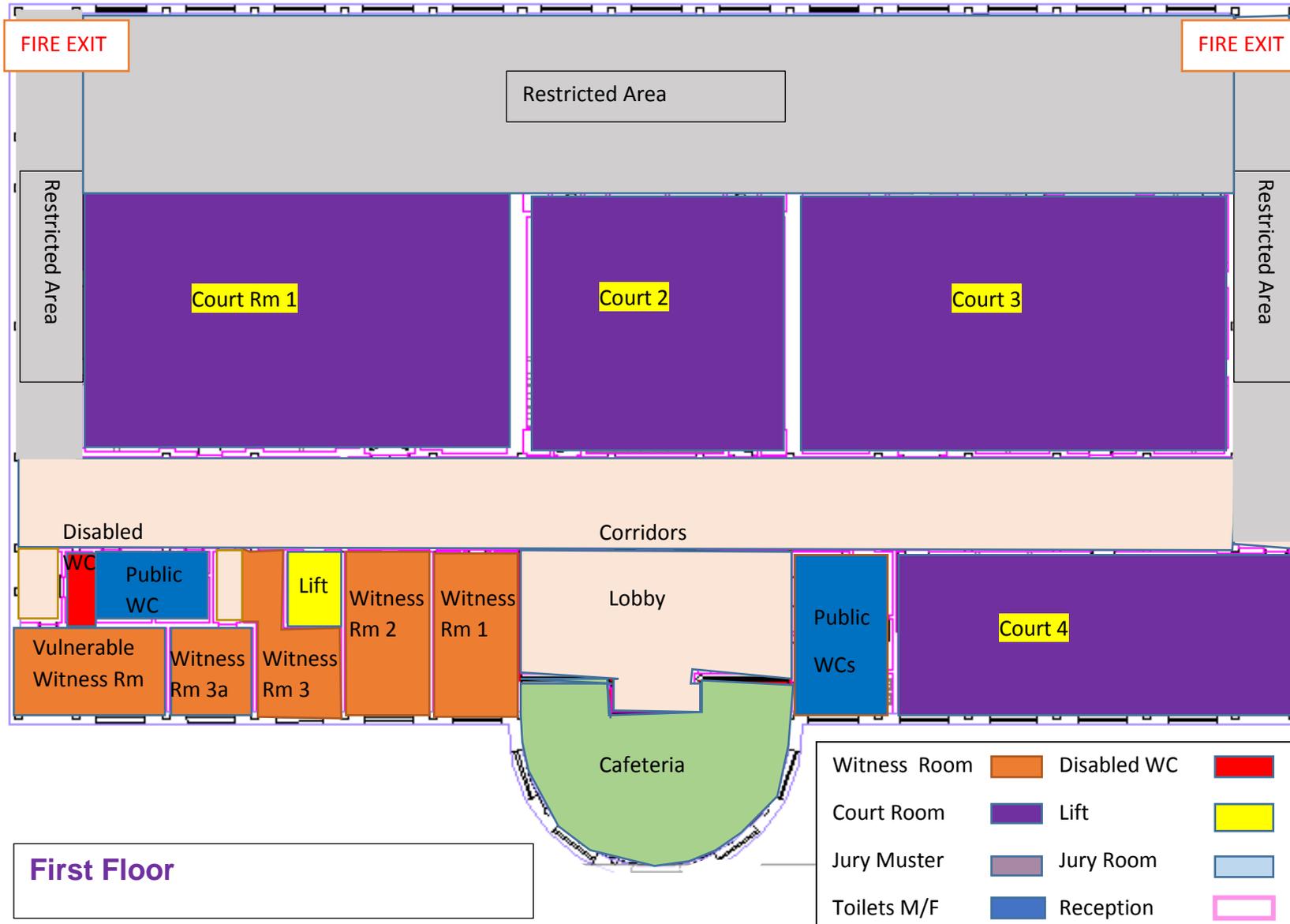
Civil Office Waiting room

## The Civil Office

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.

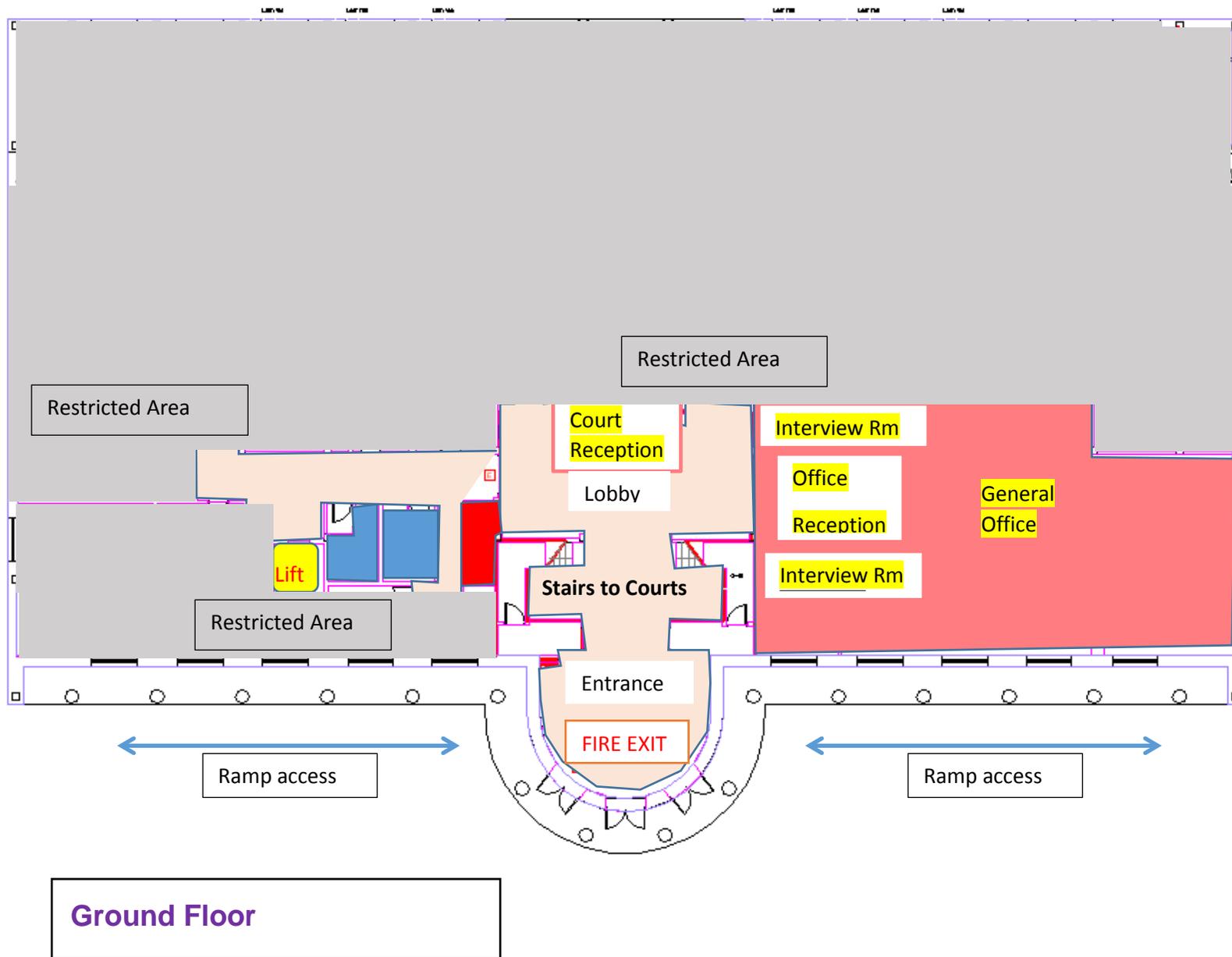
There is disabled access by way of a push pad automated door to the main office.

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



First Floor

Witness Room	Disabled WC	
Court Room	Lift	
Jury Muster	Jury Room	
Toilets M/F	Reception	





## Opening Times

### Weekly

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

### Public Holidays

#### 2018

25 – December	Tuesday	<b>Christmas Day</b>
26 – December	Wednesday	<b>Boxing Day</b>

#### 2019

01 – January	Tuesday	<b>New Year's Day</b>
02 – January	Wednesday	<b>2nd January</b>
19 – April	Friday	<b>Good Friday</b>
22 – April	Monday	
06 – May	Monday	<b>Early May Bank Holiday</b>
05 – August	Monday	<b>Summer Bank Holiday</b>
09 – August	Friday	
02 – December	Monday	<b>St Andrew's Day (substitute day)</b>
25 – December	Wednesday	<b>Christmas Day</b>
26 – December	Thursday	<b>Boxing Day</b>

## 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**

### **Admin Department contact**

**01324 678229**

### **Jury helpline**

**01324 678237**



## 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