

Coming to Court

English

Location

The ACT Law Courts Building is located at Knowles Place, Canberra, ACT.

Court jurisdictions

The ACT Courts consist of the ACT Coroners Court, ACT Childrens Court, ACT Magistrates Court, ACT Supreme Court and the ACT Court of Appeal.

Childrens Court entrance

There is a separate entrance for the ACT Childrens Court, next to the main entrance to the Law Courts Building.

Court opening hours

Court opening hours are 8.30 am to 5.00 pm. The enquiry counter is open from 9.00 am to 4.30 pm.

Nearby transport

The Canberra City bus and light rail interchange is about 500 metres from the Law Courts building. There is limited paid parking in the Courts precinct area.

Refreshments

A coffee shop is located on the ground floor of the Law Courts Building before you pass through security. Vending machines and water coolers are located inside the court building. Whilst food, coffee and drinks can generally be brought into the court building, metal and glass objects such as bottles or cutlery are not allowed through security. Food or drinks (other than water) are not allowed to be consumed in courtrooms.

Security screening

To enter the court building, you are required to pass through security screening. There may be queues, so you should arrive at the court building ahead of time. You will be asked to place any loose items into a tray to go through the x-ray machine. This may include such things as documents, phones, keys, wallets and handbags. You may additionally be asked to remove items such as shoes, belts or jewellery if the metal screening device is triggered. If you have special requirements please make arrangements through the Courts Assistance Officers beforehand by telephoning (02) 6205 0322.

Toilets and parents room

There are toilets located on each level of the Court building. Access to our parent's room the ground floor is available on request to our security staff. There are no childcare facilities at the Court so you will need to make your own childcare arrangements prior to attending Court.

Information boards

Once you pass through security you will see information boards showing the matter name and the courtroom that the matter will be heard in. As you face the information boards, the Magistrates Court is to your left and the Supreme Court is to your right.

Enquiry counter

If you need to talk to our Court enquiry counter, you need to take a ticket in order to join the queue. If you have difficulties understanding English, our enquiry staff can organise an interpreter via telephone.

Other services in the building

A number of services have offices within the court building such as Prisoners Aid, Legal Aid ACT and the Domestic Violence Crisis Service. You can ask for directions to these services from our concierge, court staff or the enquiry counter.

Use of devices

Filming, photography and recording is prohibited within the Law Courts Building and also on the paved area outside the court building.

Things to remember

When coming to court please dress neatly, be prepared, be on time, be patient, be polite and respectful others, and keep your phone off when in courtrooms.

Plan your visit

In order to better manage unexpected delays, please consider your transport, childcare and carers arrangements, as well as any medication and food requirements, prior to your visit.

Protection from violence

How to apply for, and respond to, a personal protection or family violence protection order is available in translated factsheets at www.courts.act.gov.au/protectiontranslated

Cultural inclusion

The courts can assist persons from different cultural backgrounds by:

- accommodating meal and prayer requirements for those undertaking [jury service](#);
- allowing witnesses to name their recognised God when making an oath (see schedule 2 of the [Oaths and Affirmations Act 1984](#));
- providing access to a multi-faith room on the ground floor of the Law Courts Building;
- considering cultural attitudes and spiritual beliefs when making decisions in coronial processes – for example, what kind of examination of the deceased person is required and whether an invasive autopsy is necessary – see section 17A of the [Coroners Act 1997](#).

Pre-hearing tours

Persons with language difficulties are welcome to arrange a tour of the court before their hearing date. Please telephone our Courts Assistance Officers on (02) 6205 0322 or email courtassistance@courts.act.gov.au.

Special assistance

If you need any special assistance whilst at court such as an interpreter, disability assistance or have specific needs, please contact our Court Assistance Officers on (02) 6205 0322 or email courtassistance@courts.act.gov.au.



Interpreter assistance



Telephone enquiries via an interpreter

Call **131 450** to access more than 160 language interpreters by phone, explain why you are calling the **ACT Courts and Tribunal** and ask the interpreter to connect you to the **ACT Courts and Tribunal on (02) 6205 0000** or use the ACT Government Directory at www.directory.act.gov.au to find a direct telephone number for the area you need.



Face to face enquiry using a telephone interpreter

When visiting the Courts, please explain to staff what language that you require an interpreter. Court staff can telephone an interpreter on **131 450**.



Interpreters during court proceedings

If you need an interpreter during court proceedings, please liaise with your legal representative, advocate or the Court as early as possible to discuss your needs. The contact details for agencies responsible for booking interpreters for court and tribunal proceedings is available on our [interpreter webpage](#) at www.courts.act.gov.au. If you need assistance please contact our Court Assistance Officers on (02) 62050322 or email courtassistance@courts.act.gov.au.