



HER MAJESTY'S
COURTS SERVICE
hmcs

Accessible routes Royal Courts of Justice

(a large print version is available on request)



Getting to the Royal Courts of Justice (RCJ)

Public transport - telephone the switchboard on 020 7947 6000 and ask to speak to the Disability Contact Officer (DCO) in the business area you are visiting. They can send you a leaflet that shows the local bus stops and Underground stations. Transport for London (020 7222 1234, www.tfl.gov.uk) can advise on Underground accessibility.

Disabled Parking - while parking facilities are not provided for the general public, we can provide a limited number of parking spaces for people who have a disability. To arrange parking, please contact RCJ Accommodation at least **24 hours in advance**. They will require confirmation of your request in writing or by fax prior to your visit (telephone 020 7947 6506, fax 020 7947 6622).

Entering the RCJ

There are three entrances to the RCJ that are accessible to people using wheelchairs:

West Green Entrance, The Strand (cover picture, background image).

To the west of the Main Entrance, this entrance provides access to:

- Queen's Building - Courts 39-50 and 81-82, and Family Listing;
- Thomas More Building - Courts 51-62 and 77-79;
- West Block - Courts 20-25 (basement);
- West Green Building - Chancery Listing, Courts 31-38, High Court Appeals and Queen's Bench Listing;
- via West Green Building - Cafe 26 and Courts 27-28 in the Main Building; and,
- via the lift in West Green Building - Courts 1-10 in the Main Building and Courts 11-19 in the West Block.

Bell Yard North Entrance, Bell Yard (cover picture, right inset image).

This entrance provides access to:

- Main Building - the Criminal Appeals General Office and Administrative Court Office; and,
- East Block (North) - Courts 63-76.

Quad Entrance, The Strand (cover picture, left inset image).

This entrance is not usually open to the general public, but access may be provided to wheelchair users by prior arrangement. To use this entrance, please contact RCJ Accommodation at least **24 hours prior to your visit** (telephone 020 7947 6506, fax 020 7947 6622). This entrance provides access to:

- Main Building - the Administrative Court Issuing Department; and,
- East Block (South) - the Admiralty and Commercial Court, Civil Appeals.

Inaccessible areas - assistance telephones

The Fees Office, Queen's Bench Action Department, and Chancery Listing Office can only be accessed via stairs. Staff will come to you if you call them on the assistance telephone on the Ground Floor of West Green Building (shown on page 3). There are other assistance telephones in the Main Building on the Ground and 1st floors.

Useful contacts

Personal Support Unit - PSU provides a free, independent confidential service and is staffed by volunteers. They can provide someone to attend court with you, give practical not legal support and guide you around the building. Contact them by phone on 020 7947 7701/3 or email rcj@thepsu.co.uk. They have an office on the 1st Floor of the Main Building (see page 6), and their web site is www.thepsu.co.uk

Citizens Advice Bureau - appointments with CAB's office in the Great Hall should be booked one week in advance (0844 856 3534). You can get to the Great Hall via West Green Building (see page 3); we suggest you contact the Disability Contact Officer (DCO) in the business area you are visiting (see below) in advance to ensure that mobile ramps, required to get into and move about the Great Hall, are in place.

Disability Contact Officers (DCOs) - each business area has a DCO to assist customers, for further information telephone the switchboard on 020 7947 6000 and ask to speak to the DCO in the business area you are visiting.

Using the booklet

This booklet has the following maps and information:

- a map of the Royal Courts of Justice, street level, showing accessible entrances and the surrounding streets (pages 3 and 4);
- a map of the 2nd floor of West Green Building and the 1st Floor of the Main Building (pages 5 and 6);
- a map of the Main Building and East Block (South), 3rd Floor (page 7);
- a map of East Block (North) and the ground floor of East Block (South), (page 8);
- a map of the Thomas More Building (page 9);
- a map of Queen's Building (page 10);
- the locations of toilets that are accessible to wheelchair users (page 10); and,
- the locations of courts, offices and other facilities (page 11).

A miniature image of the Royal Courts of Justice appears above and to the right of each map. The areas within the RCJ that the map covers are shaded purple.

Suggested routes for people who use wheelchairs are shown on the maps in purple. Where possible, these routes avoid stairs; where this is not possible, facilities to overcome stairs, such as ramps and platform lifts, are shown on the maps.

Feedback

We welcome any comments or suggestions, in particular about the information provided in this booklet. Please feel free to fill out one of our comment cards and place it in one of the red boxes around the RCJ complex, or to telephone or write to the local Court Manager or Customer Service Officer in the business area you are visiting. Further details are available from the switchboard (020 7947 6000) or on the notice boards.

Alternative formats: we can provide this leaflet in other formats. These are made especially for you, so they take longer to deliver. Please contact the DCO in the business area that you will be visiting to request the format you need.

West Green Building (2nd floor) and Main Building (1st Floor)



West Green Building

Courts and Offices

Ground Floor: Chancery Listing Office, Court 37, High Court Appeals Office, Queen's Bench Listing Office, Video-conferencing suite/Court 38

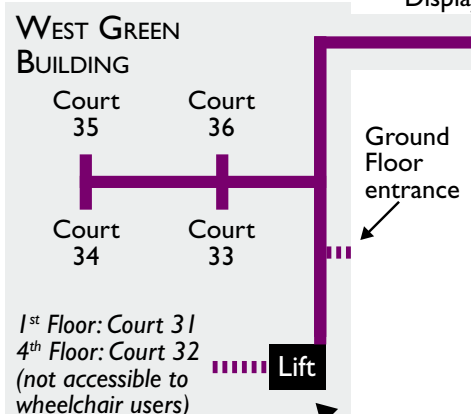
1st Floor: Court 31

2nd Floor: Courts 33 to 36

4th Floor: Court 32

Facilities

Ground Floor:
Accessible toilet



Main Building - 1st Floor

Courts

Main Building: Courts 1 to 10

West Block: Courts 11 to 19

Offices

East Block (South): Queen's Bench Masters Rooms, Queen's Bench Associates Rooms

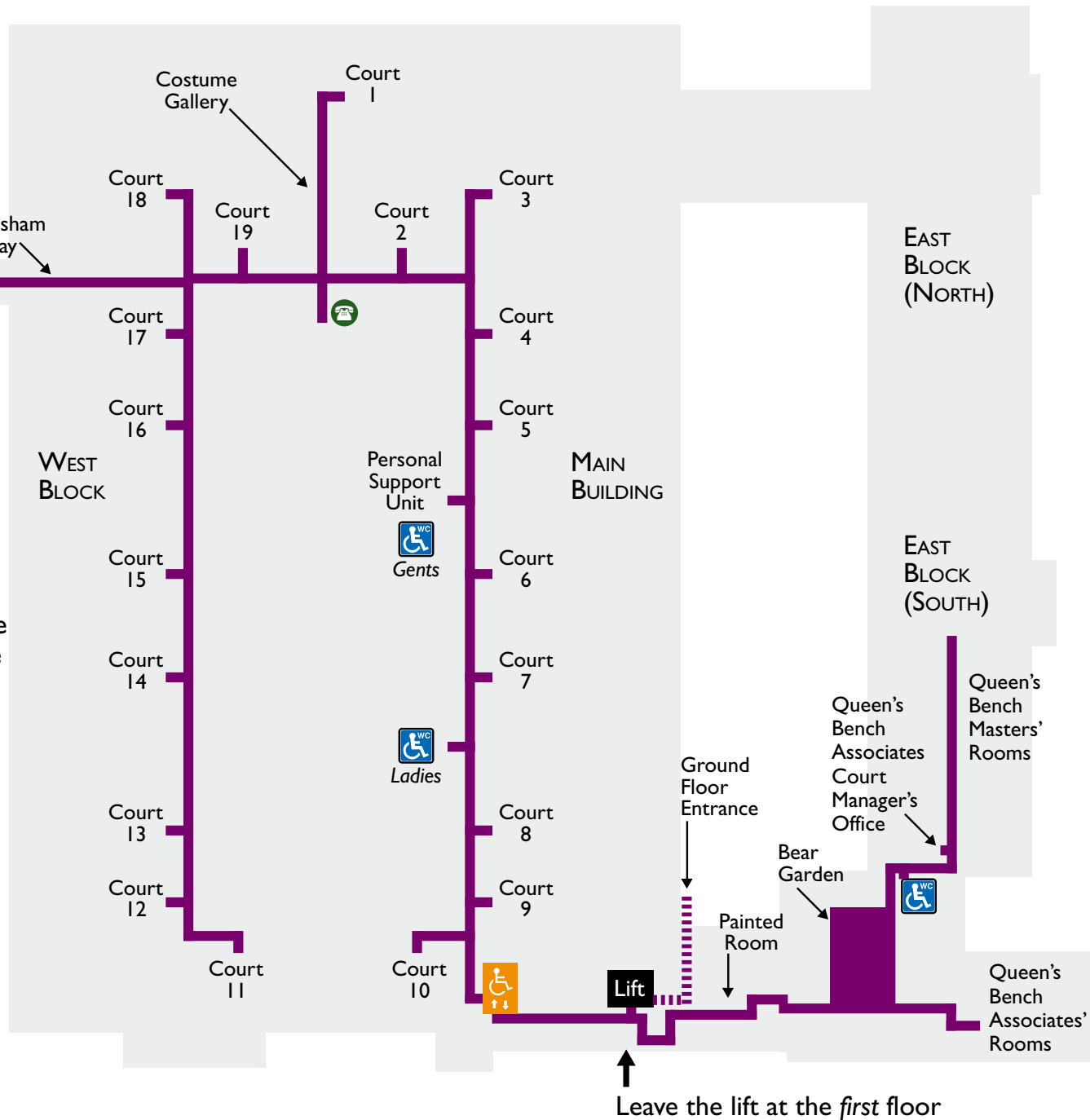
Facilities

Main Building: accessible toilets (Gents & Ladies)

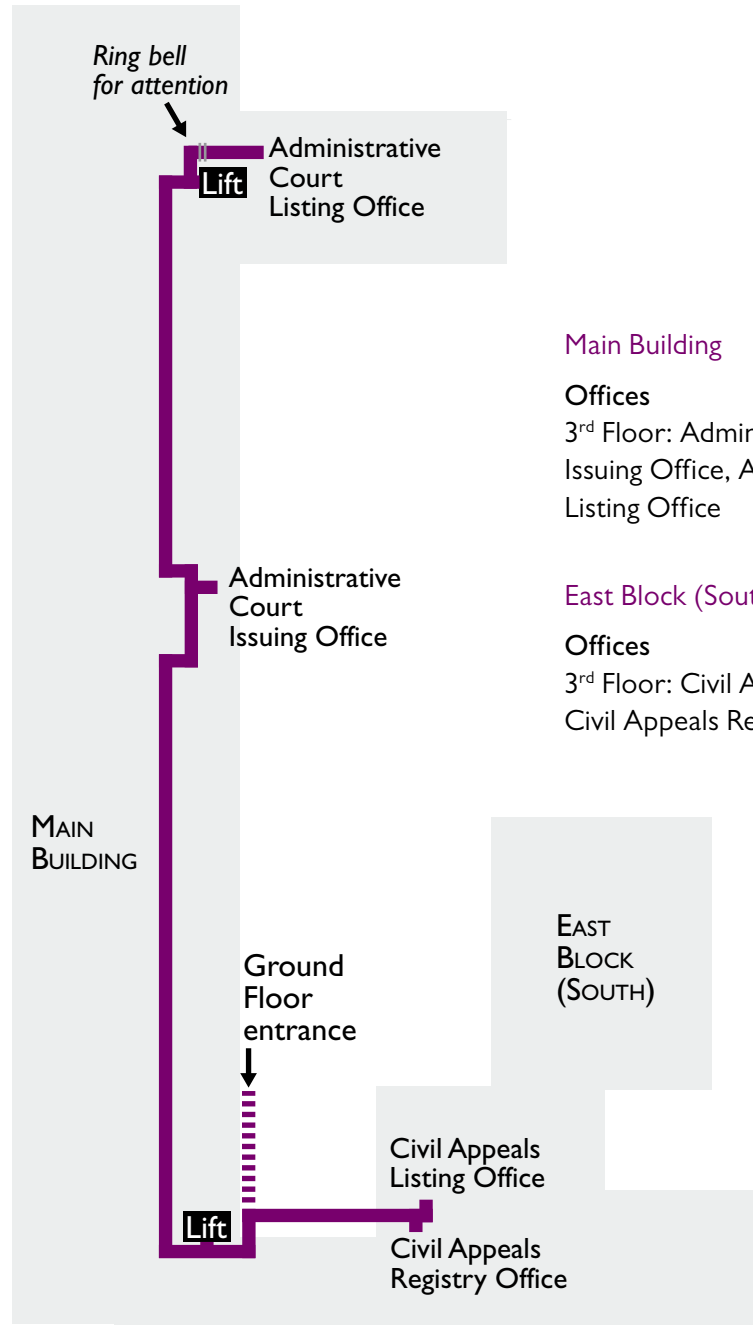
Main Building: Personal Support Unit

Key

Accessible toilets	Steps
Assistance telephones	Suggested routes
Platform lift	



Main Building and East Block (South), 3rd Floor



Main Building

Offices

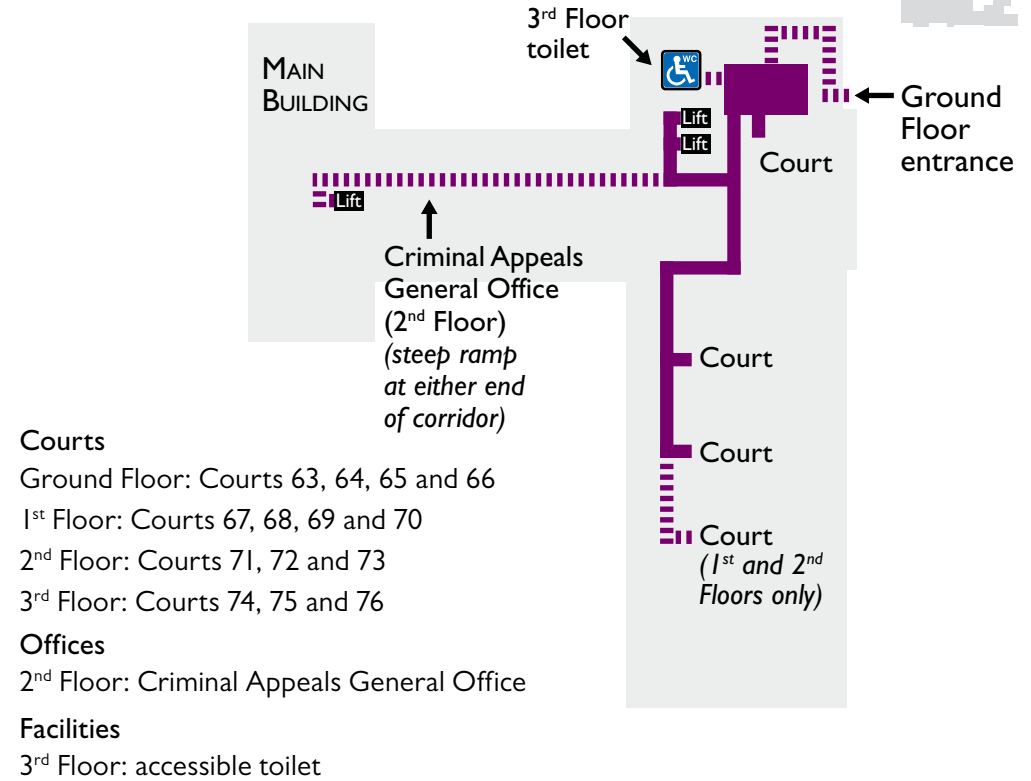
3rd Floor: Administrative Court Issuing Office, Administrative Court Listing Office

East Block (South)

Offices

3rd Floor: Civil Appeals Listing Office, Civil Appeals Registry Office

East Block (North)



Courts

Ground Floor: Courts 63, 64, 65 and 66

1st Floor: Courts 67, 68, 69 and 70

2nd Floor: Courts 71, 72 and 73

3rd Floor: Courts 74, 75 and 76

Offices

2nd Floor: Criminal Appeals General Office

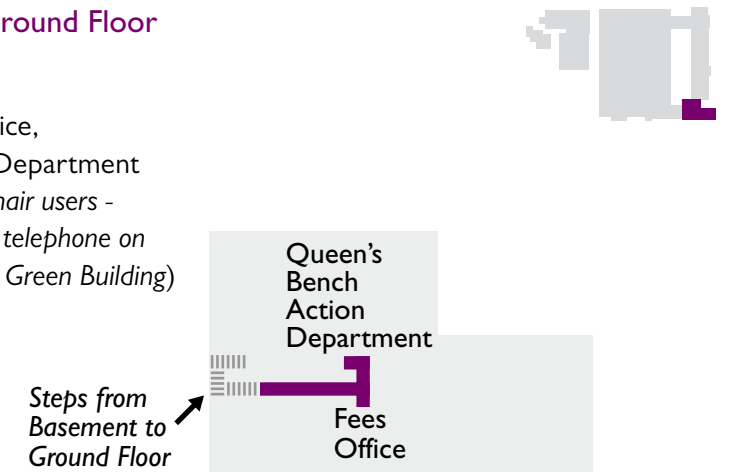
Facilities

3rd Floor: accessible toilet

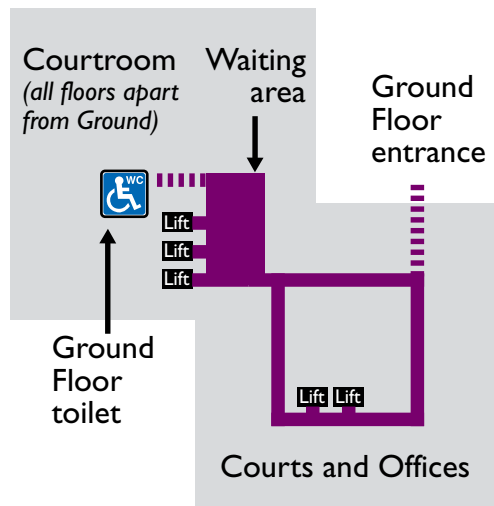
East Block (South), Ground Floor

Offices

Ground Floor: Fees Office, Queen's Bench Action Department (not accessible to wheelchair users - please use the assistance telephone on the Ground Floor of West Green Building)



Thomas More Building, all floors



Courts

Mezzanine: Court 51 (*not accessible to wheelchair users*)
 1st Floor: Court 52
 2nd Floor: Court 53
 3rd Floor: Court 54
 4th Floor: Court 55
 5th Floor: Court 56
 6th Floor: Court 57
 7th Floor: Court 58
 8th Floor: Court 59
 9th Floor: Court 60
 10th Floor: Court 61
 11th Floor: Court 62

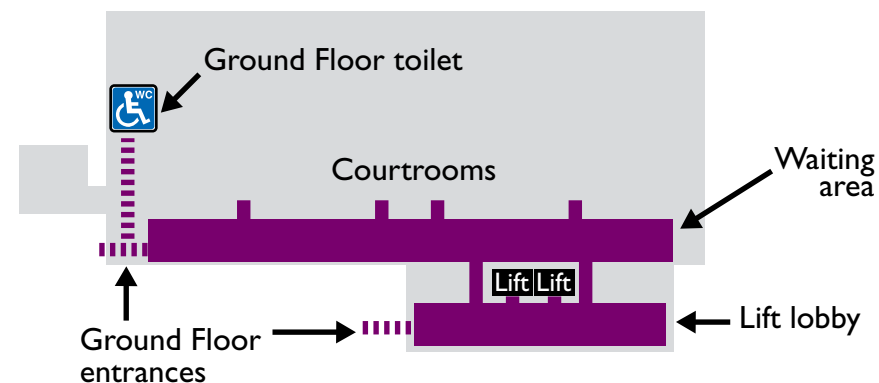
Courts and Offices

1st Floor: Bankruptcy Chambers
 2nd Floor: Bankruptcy Issue and Companies Winding up Section
 3rd Floor: Court 79, Bankruptcy & Companies Registry
 4th Floor: Court 77, Companies Court General Office and Hearings
 5th Floor: Chancery Chambers Registry, Issues Section and Orders, Chancery Associates
 6th Floor: Court 78, Chancery Masters
 7th Floor: Chancery Masters, Chancery Masters Appointments Office
 9th Floor: Office of the Judge Advocate General (OJAG)

Facilities

Ground Floor: accessible toilet

Queen's Building, all floors



Courts and Offices

Ground Floor: Courts 39, 40 (*accessible courtroom*), 41 and 42
 1st Floor: Courts 43, 44, 45, 46; 81 and 82 (*not accessible to wheelchair users*)
 1st Floor Mezzanine: Family Listing
 2nd Floor: Courts 47, 48, 49 and 50
 2nd Floor Mezzanine: Training and Development/Conference Suite (*no access to general public*)

Facilities

Ground Floor: accessible toilet and baby changing, food and drink trolley service from 9:00 to 13:30, vending machines, Court 40 is an accessible courtroom with an accessible witness box
 1st Floor: baby changing

Locations of toilets that are accessible to wheelchair users

Type of toilet	Location	Page
Gents, Ladies	Main Building, 1 st Floor	6
Unisex	East Block (North), 3 rd Floor	8
Unisex	East Block (South), Basement	4
Unisex	East Block (South), 1 st Floor	6
Unisex	Queen's Building, Ground Floor	10
Unisex	Thomas More Building, Ground Floor	9
Unisex	West Block, Basement	3
Unisex	West Green Building, Ground Floor	3

Locations of courts, offices and other facilities

Court or Office	Building or Block	Page
Administrative Court	Main Building, 3 rd Floor.	7
Admiralty Court Offices	East Block (South), Basement	4
Bankruptcy Court	Thomas More Building, 1 st -3 rd Floors	9
Cafe 26	Main Building, Ground Floor	3
Chancery Chambers	Thomas More Building, 5 th -7 th Floors	9
Chancery Listing Office*	West Green Building, Ground Floor	3
Citizens' Advice Bureau (CAB)	Great Hall	3
Commercial Court Offices	East Block (South), Basement	4
Companies Court	Thomas More Building, 2 nd -4 th Floors	9
Courts 1-10	Main Building, 1 st Floor	6
Courts 11-19	Main Building, West Block, 1 st Floor	5
Courts 20-25	Main Building, West Block, Basement	3
Courts 27-28	Main Building, Ground Floor	3-4
Courts 31-36	West Green Building	5
Courts 37-38	West Green Building, Ground Floor	3
Courts 39-50	Queen's Building	10
Courts 51-62	Thomas More Building (court side)	9
Courts 63-76	East Block (North)	8
Courts 77-79	Thomas More Building (office side)	9
Courts 81-82	Queen's Building, 1 st Floor	10
Criminal Appeals General Office	East Block (North), 2 nd Floor	8
Fees Office*	East Block (South), Ground Floor	3
Family Listing	Queen's Building, 1 st Floor Mezzanine	10
High Court Appeals Office	West Green Building, Ground Floor	5
Personal Support Unit	Main Building, 1 st Floor	6
Queen's Bench Listing Office	West Green Building, Ground Floor	5
Queen's Bench Action Department*	East Block (South), Ground Floor	3
Queen's Bench Associates Rooms	East Block (South), Basement	4
Queen's Bench Associates Rooms	East Block (South), 1 st Floor	6
Queen's Bench Masters Rooms	East Block (South), 1 st Floor	6
Video-conferencing suite (Court 38)	West Green Building, Ground Floor	3

* For these offices use assistance telephone on Ground Floor, West Green Building