



Visiting

Kirkwall Sheriff Court

and

Justice of the Peace Court



This leaflet will help you to plan your visit to the Kirkwall 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 19)

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Location Details



Kirkwall Sheriff Court sits between the Historic Scotland sites of the Earls and Bishops Palaces. Kirkwall Sheriff Court covers the whole of the Orkney Islands area.



The public façade of the courthouse faces over the Bishop's Palace grounds towards Palace Road. The main entrance is raised above pavement level and is accessed by a series of 4 steps.

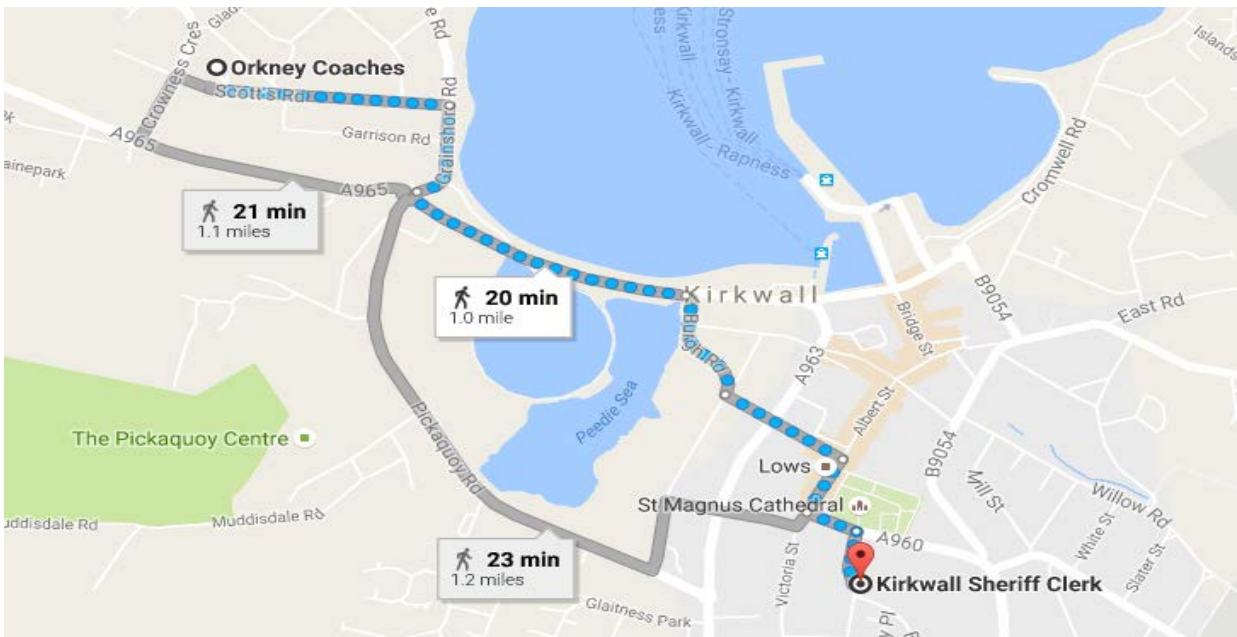
For users with restricted mobility there is a ramp provided to the side of the steps.

Ways of getting to the Court Building

By Bus



The Orkney Coaches bus station is 1 mile away, which is a 20 minute walk from the Court House.



Map data ©2016 Google

Bus station location

By Ferry

The main Ferry Terminal in Kirkwall is located 0.5 miles away from the Court House.

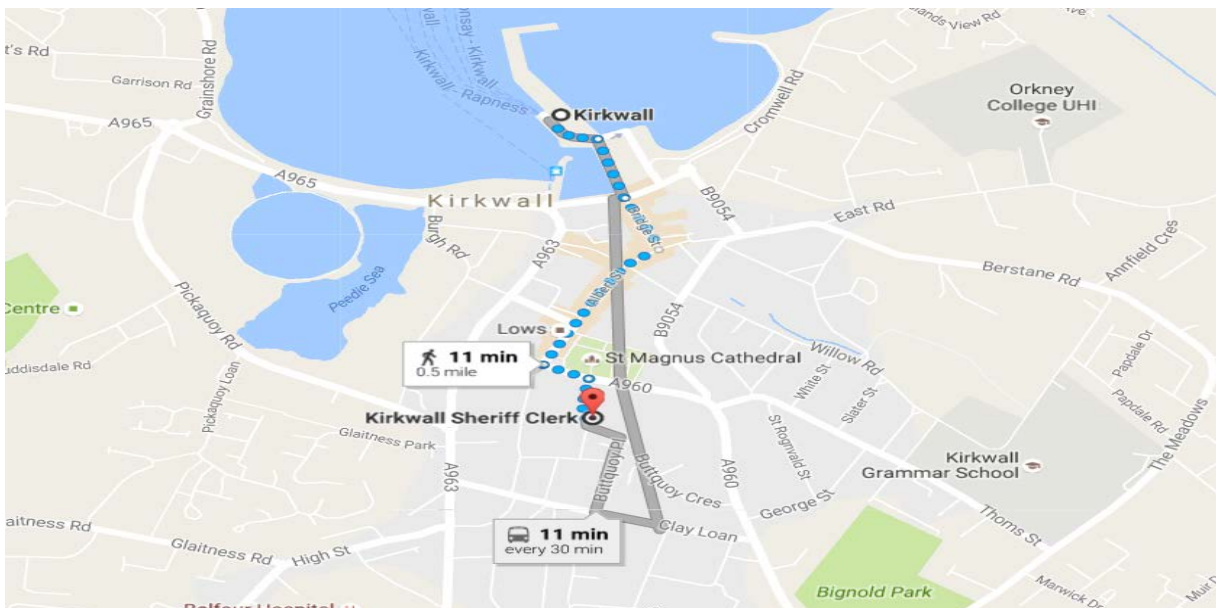


Alternately from Scrabster to Stromness requires a 15mile journey to reach the Court.

Visit

www.northlinkferries.co.uk

or call **0845 6000 449** for details.



Map data ©2016 Google

Ferry Terminal 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 park at the court.



By Taxi

Craigies Taxis 01856
878787

Orkney Taxis 01856 875511

On Arrival



Entrance steps



Access ramp photo

Entrance

The public entrance is accessed via steps and a footpath from Watergate. An alternative level route is available from Place Road. The access is by four steps, or by a side ramp for those with restricted mobility.

There is an intercom at the front door for those who require assistance entering the building.

Reception

Please report to the Court Officer and state the reason for your visit. They will then direct you accordingly. Staff can assist you if you have any question about the building or your visit.



If you have a wheelchair or a pushchair and you require specific access assistance, please telephone:

01856 872110



or textphone

18001 856 872110

For further information on the layout of the court building please refer to the floor plan layouts on pages 16 and 17.

Facilities



Toilets

There are toilets on the first floor.



An accessible toilet is available at ground floor level.

Signage

High contrast signage is provided around all circulation areas to ensure the public zones are easily navigated.



Refreshments

There are a small number of cafes and hotels near to the court building where meals and snacks can be purchased. There are no refreshment facilities at the court. If you are sitting 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 fixed loop induction service is available at the public counter. Portable mobile loop induction services are available for the courtrooms.

On arrival please inform the Court Officer if you require this facility.



Typical court room

Courtrooms

The courtroom is well lit, spacious and has good acoustic qualities including full induction loop facilities.

While no provision is given for wheelchair users to access the seated area in the public gallery or the witness box, the space in the court room is ample.

When accessing the court itself, assistance will be needed to use the stair lift.

Lifts

There is no lift within the property, however a seated stair lift is available.

Wheelchair users will need to transfer to the stair lift and will require assistance to transfer their wheelchair to the first floor.





Typical witness room

Witness Rooms

Witness rooms are located at the first floor level and are therefore subject to the same restrictions on access as the main court room.



Typical Jury room

Jury Rooms

Jury rooms are located at first floor level and are therefore subject to the same restrictions on access as the main courtroom.

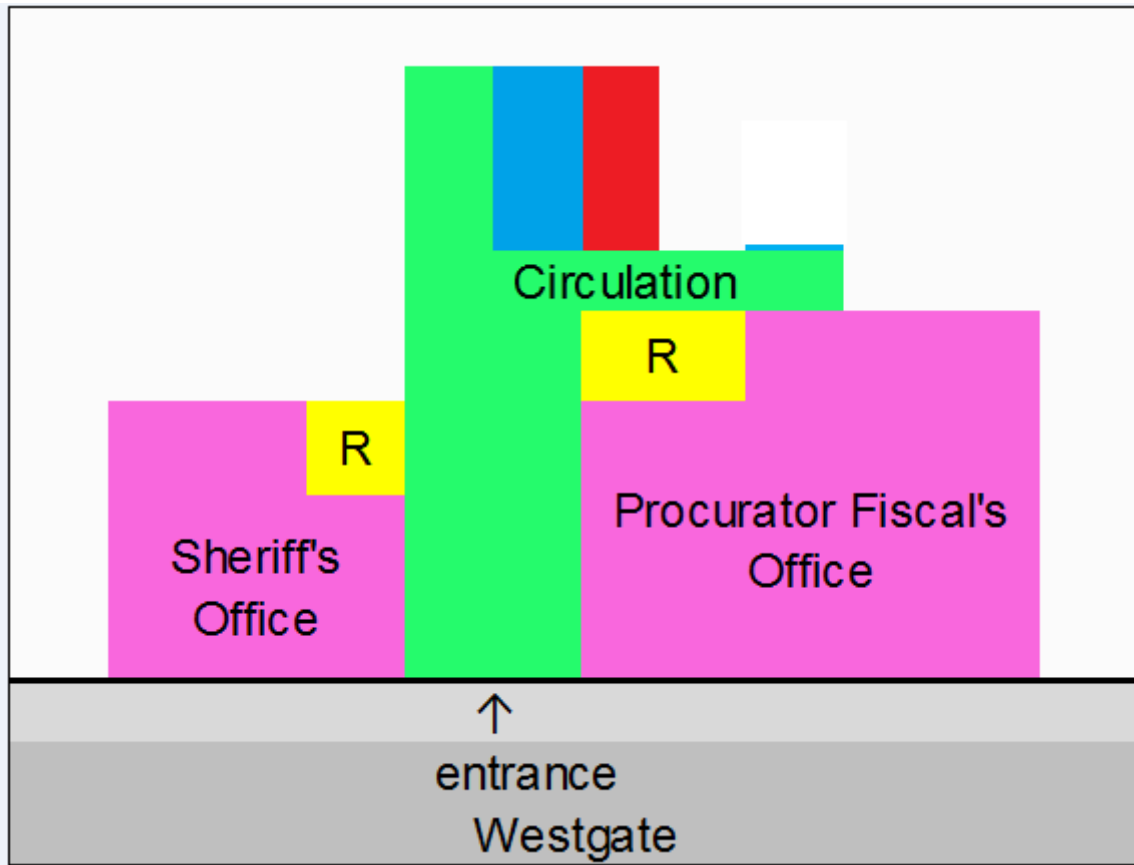


Fines and Criminal Office

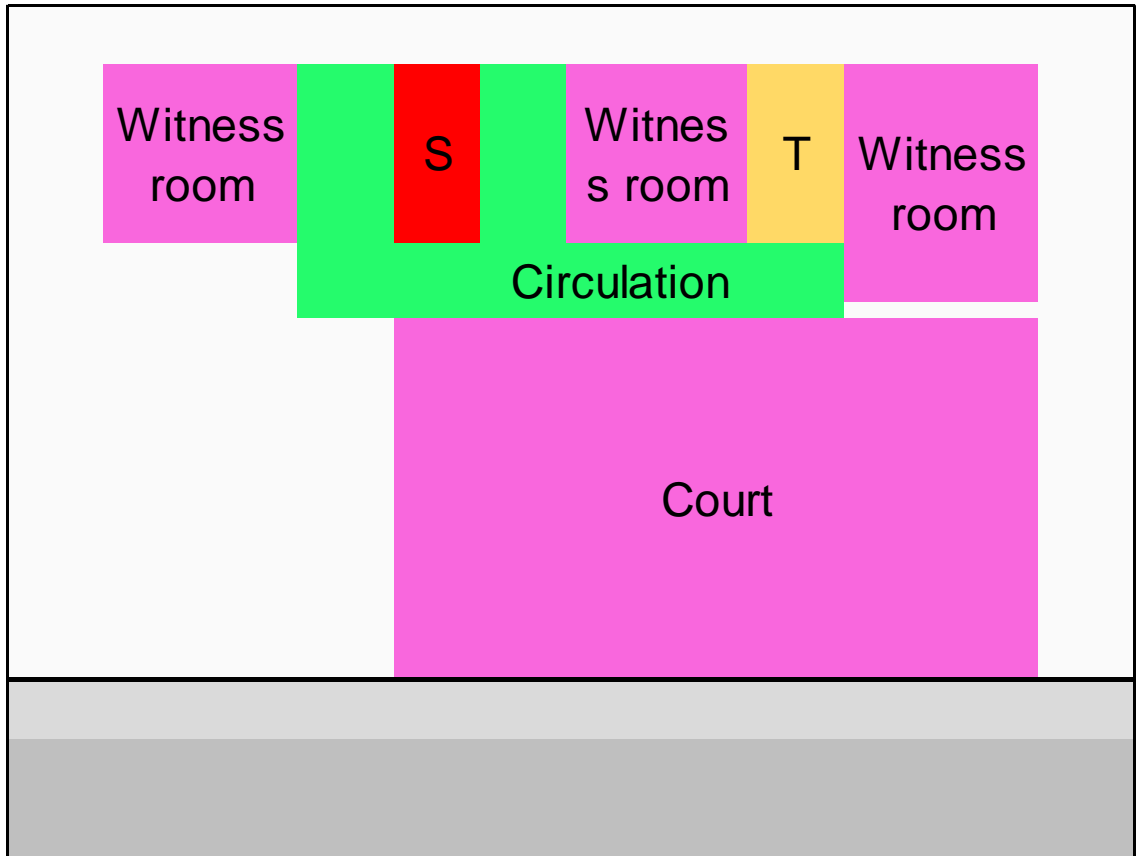
Public Office

The Sheriff Clerk's offices are located on the left of the entrance hallway. The counter is single height and more suited for standing visitors, rather than seated.

Floor Plans



Ground Floor Layout



R Reception
 Stairway

A Accessible Toilet
 T Male and Female Toilet

First Floor Layout

Opening Times

Weekly

Monday to Thursday: 9am to 4.30pm

Friday: 9am to 4.00pm

The office closes for lunch between 1pm and 2pm

Public Holidays

2019

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

Contact Information

Postal Address



Sheriff Court House

Watergate

Kirkwall

Orkney

KW15 1PD

Sheriff Clerk

Laura Beth Macvie



Main Telephone

01856 872 110



Email

Kirkwall@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 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:

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