

BEFORE YOU GO TO COURT

What do I do if I need legal advice?

If you want legal advice consult a solicitor **IMMEDIATELY**, if you have not already done so.

If you cannot afford to pay a solicitor you may apply for a representation order (formerly legal aid). Your application should be made well before the date of your hearing. Application forms are available at the court office or from a solicitor.

A duty solicitor may be available at court but can only give basic advice on the day.

What happens if I cannot attend court on the hearing date?

If you have a genuine reason for not attending, contact the court office, as soon as you know, on the telephone number given overleaf.

I have been asked to complete a means form

Be prepared to give the court details of your financial situation. You have been supplied with a means form, please complete it and bring it with you to the court.

Where is the court?

Local information, directions to the court and telephone numbers are attached.

WHAT HAPPENS WHEN I GET TO COURT?

You **MUST** check your summons to ensure you attend court at the correct time. On arrival at Court please report to the Usher. If you do not notify them of your arrival your case may be delayed.

Can I bring other people with me?

The Court waiting areas are not suitable places for those under the age of 14 and they will not be allowed to sit in court. Courts have no facilities to care for children when you are in court.

It is recommended that you make arrangements for children in your care prior to attending court. Family and friends over 14 years of age may be present in court for your case with the exception of the Youth Court. You are entitled to attend court before your hearing to observe court proceedings.

Will I have to wait?

You must be prepared to wait but every effort will be made to keep this time to a minimum. You may wish to bring a newspaper or magazine to read. Light refreshments may be available from vending machines.

WHAT HAPPENS NEXT?

Credit for pleading guilty

If you plead guilty the magistrates will usually take this into consideration and reduce the sentence they would otherwise have imposed. It is important that you enter a guilty plea entered at the earliest appropriate opportunity. You should, however, take the advice of your solicitor about when it is appropriate to plead guilty. You should never plead guilty unless you admit the offence.

What happens if I am fined?

Details of how and where to make your payment(s) will be provided at Court or by post.

What if I am not happy with the service I receive, how do I complain?

The court has a complaints procedure; forms are available on request from the court office. You cannot use this procedure to complain about the magistrates and how they dealt with your case. If you are dissatisfied about the outcome of your case, or think that the decision was wrong, you may have the right of appeal. If you would like more information about your rights you should seek legal advice immediately.

**ADDRESS AND LOCAL
INFORMATION**

The Court House
Speedwell Street
OXFORD OX1 1RZ
Tel: 0870 241 2808

**FACILITIES FOR PEOPLE WITH
DISABILITES**

There is disabled access and facilities.
A hearing loop is installed, please inform the
usher if you need to use this.

SMOKING

Smoking or the consumption of alcohol is not
permitted in any of the court
areas.

TRANSPORT

Car parking is available in the multi story car
park at the Westgate Centre and in the surface
car parks in St Ebbe's.
Buses stop in St Aldates and Thames Street.

Where can I find help?

Contact the Attendance and Engagement
Service, the contact details are listed
below:-

Central Area—(Oxford)

Knights Court
Cowley
Oxford
Tel: 01865 323444

**North Area—(Banbury, Bicester,
Chipping**

**Norton, Witney, Eynsham,, Burford,
Woodstock, Kidlington)**
Samuelson House
Banbury
Oxon
Tel: 01865 816666

**South Area—(Abingdon, Didcot,
Faringdon, Wantage, Henley, Thame)**

Foxcombe Court
Abingdon
Oxon
Tel: 01865 323513

Information is also available on the Internet at
www.oxfordshire.gov.uk
Oxfordshire County Council's website

www.oxfordshireservicesdirectory.org.uk
Directory for parents/carers and people
working with children

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Attendance and Engagement Service

Attending The Magistrates Court

You and the law on School
Attendance
Children Act 1989
Section 36

Your questions answered