

## IN THE COURTROOM

- When the Judge or Magistrate enters the courtroom, all persons must stand. The Judge or Magistrate will bow to Counsel (the Attorneys at Law) and at the same time Counsel will bow. This is a mark of mutual professional respect.
- Counsel will stand when addressing a Judge or Magistrate and when addressed by a Judge or Magistrate. Counsel will sit when the Judge or Magistrate is addressed by another Counsel and when that other Counsel is addressed by the Judge or Magistrate.
- When someone is addressing the Court; nodding, shaking your head, talking to others, reading, or otherwise is seen as being discourteous. Court decorum is high priority.
- Clients and witnesses should never show any outward response to things that are said or done in the courtroom. If the opposition is being untruthful or misrepresenting the case, you will get your opportunity to present your case later.
- When the case is adjourned and the Judge or Magistrate rises to leave the Court, all must stand, Counsel and Judge or Magistrate will bow.
- All persons in the courtroom will remain standing and silent until the Judge or Magistrate leaves.

## HOW TO ADDRESS

It is important to show respect when addressing a Judge, Master, Magistrate or Registrar and most importantly you must address him/her in a specific manner.

Office/Position	In Court
High Court Judge	My Lord / My Lady
High Court Master	Master
High Court Registrar	Master
Magistrate	Your Worship

For more information please visit our website:  
[www.ttlawcourts.org](http://www.ttlawcourts.org)

## CONTACT INFORMATION

### TRINIDAD

**Port of Spain Supreme Court:**  
Hall of Justice, Knox Street,  
Port-of-Spain  
Contact: 623-2416; 623-2417

### Family Court:

Cipriani Place, 4 Cipriani Boulevard,  
Port of Spain  
Contact: 627-8716; 623-2631

### St. George West Magistrates' Court:

St. Vincent St., Port of Spain  
Contact: 625- 2781-83

### Tunapuna Magistrates' Court:

Tunapuna Administrative Complex,  
Eastern Main Road, Tunapuna  
Contact: 645-9414; 662-4808

### Arima Magistrates' Court:

8 Prince Street, Arima  
Contact: 667-3579; 664-0642

### Sangre Grande Magistrates' Court:

Toco Main Road, Sangre Grande  
Contact: 668-2514; 668-5628

### Chaguanas Magistrates' Court:

Corner Lange Street and Railway Road,  
Chaguanas  
Contact: 665-2820; 665-5895

### Couva Magistrates' Court:

Church Street, Couva  
Contact: 679-5448; 636-2432

### San Fernando Supreme Court:

Harris Promenade, San Fernando  
Contact: 652-2152; 652-2869

### San Fernando Magistrates' Court:

7 Court Street, San Fernando  
Contact: 653-5116

### Rio Claro Magistrates' Court:

Corner of Plaisance and  
Guyaguayare Main Road, Rio Claro  
Contact: 644-2297; 655-2117

### Siparia Magistrates' Court:

High Street, Siparia  
Contact: 649-2449

### Point Fortin Magistrates' Court:

Cap-de-Ville Road, Point Fortin  
Contact: 648-2453; 648-1851

### Princes Town Magistrates' Court:

Corner Tramline and High Street,  
Princes Town  
Contact: 655-2275; 655-4726

### Mayaro Magistrates' Court:

Guayaguayare Main Road, Mayaro  
Contact: 630-4309; 630-7546

### TOBAGO

#### Tobago Supreme Court:

Bacolet Street, Scarborough  
Contact: 639-2640; 635-1372

#### Scarborough Magistrates' Court:

Bacolet Street, Scarborough  
Contact: 639-2640; 635-1372

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# Coming To Court



The Judiciary  
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## COMING TO COURT

### WHAT TO EXPECT

Important business is conducted in Court and the outcome of proceedings can dramatically affect those involved. For these reasons, everyone in Court is expected to behave reasonably and adhere to any instructions given by the Judge, Magistrate or Court official. Failure to follow some simple guidelines could lead to one being found in contempt of Court. Once you have entered any Court building and you are unclear about what to do next one of our Court Customer Relations Representatives will be able to direct you.



Here are some things you should know when coming to Court:

- ALL persons are subject to security search before entering any Court facility
- Newspapers are not allowed
- Eating is not allowed
- Items of food are not allowed
- No drinking and chewing of gum
- Water bottles or any containers holding liquid are not allowed
- Avoid walking in and out of Court as this is seen as distracting the Court
- Taking of notes is not allowed



## PROHIBITED ITEMS

Weapons are strictly prohibited in a Court facility. These include:

- Firearms of any type
- Knives, any other instrument that is specially adapted as a weapon
- Explosive devices and any incendiary device or firework, including smoke and stink bombs

Other prohibited items include:

- Cigarette lighters
- Matches
- Nail files
- Tools
- Handcuff keys
- Aerosol sprays
- Any straight razor or razorblade
- Any drug of abuse or illegal substance
- Any drug paraphernalia
- Anything deemed inappropriate to the Court environment



## TIPS FOR COURTROOM ETIQUETTE

### BE ON TIME

Remember that there may be other matters being heard the same day as yours and so you should wait for your matter to be called before entering the courtroom. You should sit in the public gallery or waiting area until your matter is called.

Be sure to arrive before your scheduled hearing time. If the Judge is already in Court when you enter, stop and nod respectfully to the Judge from the doorway of the Court before proceeding to your seat.

### DRESS APPROPRIATELY

Court proceedings are formal occasions and as such visitors to the Court should be properly attired. Make sure you are modest, neat and clean. Inappropriate dressing may prohibit you from entering the Court such as:

- Hats, sun glasses, revealing or inappropriate clothing, vests, sleeveless tops, shorts and slippers
- Opened toed shoes or sandal style shoes are discouraged



## USE OF ELECTRONIC DEVICES

- All pagers, cell phones, electronic games and any items that can disrupt the Court are to be **TURNED OFF**.
- Photography, videotaping, broadcasting and televising equipment or audio recordings of Court proceedings are **PROHIBITED**. If you have any of these items with you on entering a Court facility you may be refused admittance until you are able to remove these items from your possession.



### Exceptions

- Once permission has been obtained from the Presiding Officer, Attorneys-at-Law and Pro Se litigants (those representing themselves) may use a computer with a silent keyboard or other electronic device to transmit and receive communication in a courtroom although Court is in session.
- Accredited media personnel may apply to a Judicial Officer for permission to use any electronic device in a courtroom and where such permission is granted shall do so in strict compliance with the terms and conditions set by the Judicial Officer.