

**JEITT Procedural Fairness Study**  
**Courthouse Information Data Collection Form**

1. First Name of JEITT Data Collector \_\_\_\_\_

2. Surname of JEITT Data Collector \_\_\_\_\_

3. Date of Visit (Day/Month/Year) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

4. Type of Court

- Family Court
- Magistrates' Court
- Out Court
- Supreme Court

5. Island

- Trinidad
- Tobago

6. Location

- Arima
- Chaguanas
- Charlotteville
- Couva
- Mayaro
- Moruga
- Princes Town
- Point Fortin
- Port of Spain
- Rio Claro
- San Fernando
- San Fernando (Madinah)
- Sangre Grande
- Scarborough
- Siparia

- Toco
- Tunapuna

7. Total number of court rooms in the courthouse \_\_\_\_\_

### **Entering and Finding Your Way Around the Courthouse**

- 8. Hours of operation are listed on or near the courthouse entrance. YES  NO
- 9. A map/directory of the courthouse is displayed upon entry. YES  NO
- 10. The mission statement of the Judiciary is displayed in the courthouse. YES  NO
- 11. Access is available for the differently abled to the courthouse. YES  NO 
  - a. If **YES** is access for the differently abled operational? YES  NO
- 12. Every courtroom is identified by a sign at the entrance. YES  NO 
  - a. If **YES** is the sign permanent? YES  NO
- 13. Courthouse signs are clearly visible. YES  NO
- 14. Courthouse signs are legible. YES  NO
- 15. Courthouse signs are available in braille. YES  NO

### **Facilities at this Courthouse**

- 16. Is there an information desk in the court building? YES  NO 
  - If **YES**:
    - a. Is there a sign identifying the information desk? YES  NO
    - b. Is the information desk staffed? YES  NO
- 17. Are there public restrooms? YES  NO 
  - If **YES**:
    - a. Are they well maintained? YES  NO
    - b. Are they operational? YES  NO

18. Do public restrooms cater for the differently abled? YES  NO
- a. If **yes**, are they operational? YES  NO
19. Are there facilities for children? YES  NO
- If **yes**, what are they:
- a. Children's waiting room YES  NO
- b. Children's restroom YES  NO
- c. Children's play area YES  NO
- d. Other (please specify) \_\_\_\_\_
20. Are there functional cooling systems within the courthouse? YES  NO

### Information and Resources Provided to Court Users at Court

21. Information is readily available at the courthouse about:
- a. the various types of matters heard at this court YES  NO
- b. court procedures for this court YES  NO
- c. court etiquette YES  NO
- d. court schedules (including courtroom and times of hearing) YES  NO
- e. list of upcoming case dates. YES  NO
22. Relevant Court Proceedings Rules are available YES  NO   
(Skip this question for Magistrates Courts where these rules are not applicable)
23. Court forms are available in hard copy YES  NO
24. Written instructions on how to fill out forms are available YES  NO
25. Court interpreters are available to Court Users YES  NO
26. Is there an onsite legal library? YES  NO
- a. If **yes**, is it open to the public? YES  NO
- b. If **no**, is a computer available to access the library online? YES  NO
27. Court Registries are fully staffed YES  NO
28. A suggestion box for court users is available at the courthouse. YES  NO

a. If **yes**, is it in an easily identified location?

YES  NO

29. Please provide any further information you may feel may be relevant to this court.

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