

This leaflet sets out how to get to the Rolls Building, what to expect when you arrive and what support is available.

Key Information:

Opening times:

9:00 – 16:30, Monday to Friday
(excluding bank holidays)

Public counters: Monday to Friday, 10:00 – 16:30.

Counters 1 and 10 are accessible.

Arriving early:

Arrive at least **30 minutes early** to allow for security checks and locating your courtroom.

Contact:

For general enquiries or information relating to counter opening times, or if you need this leaflet in a different format:

visit find-court-tribunal.service.gov.uk
or call 020 7947 6000 (9am-5pm).

Reasonable adjustments:

You can request extra support in the form of reasonable adjustments by emailing RCJ.DCO@justice.gov.uk

Support Services

Support Through Court - Provide help for people representing themselves in court for civil cases. Visit www.supportthroughcourt.org or call 020 7947 770 for more information.

RCJ Advice - This service provides free legal advice for civil and family court cases. For more information visit their website or email admin@rcjadvice.org.uk.

Facilities



Seating:

Available throughout the buildings.



Quiet Rooms:

A quiet space is available to all visitors.



Toilets and Baby Changing:

Accessible toilets and baby changing facilities are available.



Refreshments:

Water fountains are available onsite. Several cafés and shops are nearby.



Consultation Rooms:

There are 55 consultation rooms. Small rooms are free and available on a first-come, first-served basis. Others can be booked in advance. To book, email rbconsultationrooms@justice.gov.uk (charges are applied or a fee is payable)



HM Courts & Tribunals Service

Rolls Building

This leaflet provides essential information to help you plan your visit to the Rolls Building. Inside you'll find information on travel options, available facilities and what support is available.



Getting There:

Public Transport



Nearest Underground stations:

Chancery Lane (0.3 miles), Holborn (0.4 miles), Temple (0.5 miles), Blackfriars (step-free, 0.5 miles), Farringdon (step-free, 0.4 miles).



Nearest Overground:

City Thameslink (step-free, 0.4 miles), Blackfriars (0.5 miles), Farringdon (0.4 miles).

Check the [Transport for London \(TFL\)](#) website for accessibility details and bus routes.



Parking:

Parking is only for Blue Badge holders attending a court hearing.

To request a parking email RCJ.DCO@justice.gov.uk at least 24 hours in advance.

You must include:

- ✓ Case number and hearing date
- ✓ Car registration, make, model, colour
- ✓ Blue Badge number and issuing authority



Bicycles:

All bicycles (including folding bicycles), scooters, and e-scooters are not allowed on the premises. Check the TFL website for local bicycle parking.



Taxis:

There is a taxi rank close to the main Royal Courts of Justice (RCJ) building, located near St. Clement Danes Church.

When You Arrive:



Security Checks:

Arrive at least 30 minutes early. There may be queues and you will need to go through a security check and navigate to your court room.

Expect airport-style security:

- ✓ Bag searches
- ✓ Emptying pockets
- ✓ Walking through an archway detector
- ✓ Handheld scanner checks
- ✓ Sip test on drinks
- ✓ Manual searches:
There are rules on what items can be brought into court. Prohibited items will be confiscated. Visit [gov.uk](#) and search 'security checks at court' for a full list.
Declare on arrival any sharp items needed for medical reasons.



Photography and Phones:

Photography, live-streaming and filming in the court building is strictly prohibited.

Phones must be silenced or switched off in courtrooms.



Smoking:

Smoking (including vaping) is not permitted anywhere other than designated smoking areas.

Accessibility



Step-free Access:

Step-free access via lifts is available to most parts of the building.



General Accessibility:

- Accessible Toilets are available in all buildings.
- Assistance dogs are welcome. Water bowls are provided.
- Manual wheelchairs are available; bring a helper if needed.
- HMCTS has joined the [Hidden Disability Sunflower network](#). Lanyards are available on request at the main hall reception.



Reasonable Adjustments:

We're able to do lots of things that mean people with disabilities can use our services, for example, provide large print forms and guidance in audio, provide quiet rooms, and ensure ramps and lifts are available.

This list doesn't include everything we can do to help. Email RCJ.DCO@justice.gov.uk to request help.