



AUSTRALIA'S MAGNA CARTA INSTITUTE  
RULE OF LAW EDUCATION

# **COURT EXCURSION GUIDE FOR**

**CAMPBELLTOWN COURT**

**DOWNING CENTRE COURT**

**SUPREME COURT**

**PARRAMATTA COURT**

**WOLLONGONG COURT**



# Table of Contents

## Contents

.....	4
<b>PURPOSE OF THE COURT EXCURSION GUIDE .....</b>	<b>4</b>
<b>HOW DO I PLAN FOR A LAW DAY OUT OR COURT VISIT? .....</b>	<b>5</b>
1. Law Day Out (LDO) or a Court Visit (CV)? .....	5
a. Law Day Out (LDO) .....	5
b. Court Visit (CV) .....	5
2. Who can go on an LDO or CV? .....	5
3. What does an LDO look like? .....	6
4. What does a CV look like? .....	6
5. How do I book an LDO or CV? .....	6
6. What if I want to go to a court not listed in this Guide? .....	7
7. How many students should I take on an LDO or CV? .....	7
8. What is the teacher/student ratio for LDOs and CVs? .....	7
9. How do I find cases? .....	8
10. What preparation do I need to do prior to meeting a judicial officer? .....	8
11. Do the courts have disability friendly access? .....	9
<b>WHAT PLANNING DO I NEED TO DO TO ENSURE THE SAFETY OF MY STUDENTS? .....</b>	<b>9</b>
1. Am I required to do a complete a risk assessment? .....	9
2. What are my plans for the supervision of students? .....	9
<b>WHAT DO I NEED TO TELL MY STUDENTS ABOUT BEING SECURITY AWARE? .....</b>	<b>9</b>
1. Complying with security legislation and policies .....	9
a. Listen and follow the directions of security staff ie sheriffs .....	10
b. Going through scanners .....	10
c. Prohibited use of mobile phones and recording devises .....	10
e. Security around toilets .....	10
<b>WHAT DO I NEED TO TELL MY STUDENTS ABOUT COURT PROTOCOL AND COURTESY? .....</b>	<b>11</b>
1. Dress code .....	11
2. Food and drink .....	11
3. Conduct outside the court room .....	11
4. Conduct in the court room .....	11
5. Signage on the court doors .....	12
6. Courtesy to other court users .....	12
<b>WHAT DO I NEED TO KNOW FOR SPECIFIC COURTS? .....</b>	<b>13</b>
1. <b>Campbelltown Court</b> .....	13
a. Where is Campbelltown Court located? .....	13
b. Why is Campbelltown Court a good court excursion venue? .....	13
c. Where can I find matters to observe in the Campbelltown Local Court? .....	13
d. Where can I find matters to observe in the Campbelltown District Court? .....	13
e. How many students can participate in the LDO? .....	13
f. How many students can participate in the CV? .....	13
g. Where is the evacuation point? .....	13
h. Where is a good meeting place in the court? .....	14
i. Where are the toilets located? .....	14

<b>2.</b>	<b>Downing Centre Court Complex</b> .....	15
	a. Where is the Downing Centre located? .....	15
	b. Where can I find matters to observe in the Downing Centre Local Court? .....	15
	c. Where can I find matters to observe in the Downing Centre District Court? .....	16
	d. How many students can attend an LDO to the Downing Centre? .....	16
	e. How many students are allowed on a CV to the Downing Centre? .....	16
	f. Where is the evacuation destination? .....	16
	g. Where is a good meeting place within the court? .....	16
	h. Where are the toilets located? .....	16
<b>3.</b>	<b>Parramatta Court Complex</b> .....	17
	a. What is the address of the Parramatta Court Complex? .....	17
	b. Where can I find matters to observe in the Parramatta Local Court? .....	17
	c. Where can I find matters to observe in the Parramatta District Court? .....	17
	d. How many students are allowed on an LDO? .....	18
	e. How many students are allowed on a Court Visits? .....	18
	f. Where is the evacuation destination? .....	18
	g. Where is a good meeting place within the Local Court? .....	18
	h. Where is a good meeting place within the District Court? .....	18
	i. Where are the toilets located? .....	18
<b>4.</b>	<b>Supreme Court</b> .....	19
	a. Where is the Supreme Court located? .....	19
	b. Why is the Supreme Court a good court excursion venue? .....	20
	c. Where can I find criminal matters to observe at the Supreme Court? .....	20
	d. What other matters are there to observe at the Supreme Court? .....	21
	e. How many students are allowed on an LDO? .....	21
	f. How many students are allowed on a Court Visits? .....	21
	g. Where is the evacuation point? .....	21
	h. Where are the toilets located? .....	21
	i. Are the courts disability friendly? .....	21
<b>5.</b>	<b>Wollongong Court</b> .....	22
	a. What is the address? .....	22
	b. Where can I find matters to observe in the Wollongong Local Court? .....	22
	c. Where can I find matters to observe in the Wollongong District Court? .....	22
	d. How many students are allowed on an LDO? .....	22
	e. How many students are allowed on a CV? .....	22
	f. Where is the evacuation point? .....	22
	g. Where is a good meeting place in the court? .....	22
	h. Where are the toilets located? .....	22

## **Resources** ..... 1

<b>1.</b>	<b>Court Matters Recording Sheet for</b> .....	1
	a. Campbelltown Local Court & Campbelltown District Court .....	1
	b. Downing Centre Local Court .....	2
	c. Downing Centre District Court .....	3
	d. Parramatta Local Court .....	4
	e. Parramatta District Court .....	5
	f. Supreme Court .....	6
	g. Federal & High Court of Australia (NSW Division) .....	7
	h. Wollongong Local Court & Wollongong District Court .....	8



## **PURPOSE OF THE COURT EXCURSION GUIDE**

A visit to the court is strongly recommended in the NSW Legal Studies syllabus for year 11 and year 12 Legal Studies students and year 10 Commerce students.

The Court Excursion Guide (the Guide) is designed to provide you, the supervising teacher, with information to assist your preparation prior to your Law Day Out (LDO) or Court Visit (CV). Good preparation will ensure a worthwhile educational experience.

For the purposes of the Guide the term 'court excursion' will be used to refer to LDOs and CVs unless one or the other is being specifically referred to.

The Guide provides advice when visiting the following courts:

- Campbelltown Court
- Parramatta Court
- The Downing Centre
- The Supreme Court
- Wollongong Court

If you are contemplating going to court not listed above, the Guide assists you on how to approach a court excursion for any court.

Please always feel welcome to contact the Rule of Law Education team at [courtvisit@ruleoflaw.org.au](mailto:courtvisit@ruleoflaw.org.au).

## HOW DO I PLAN FOR A LAW DAY OUT OR COURT VISIT?

### 1. Law Day Out (LDO) or a Court Visit (CV)?

#### a. Law Day Out (LDO)

A Rule of Law Education (RoLE) LDO is a guided court visit. This means you have the benefit of LDO facilitator from the Rule of Law Education (RoLE) who will research cases in the court you are visiting. The LDO facilitator will also accompany you to the court on the LDO, give the security briefing, explain the court protocols and courtesy, assist you to navigate the court and help you choose appropriate cases for your students to observe. You may also have the privilege to meet with a judicial officer arranged prior to your LDO.

The LDO is especially helpful for new and/or inexperienced legal studies or commerce teachers who are unsure about the preparation and actual court excursion.

The LDO facilitator is not a teacher. It is expected that supervising teachers will undertake all supervision of students. This includes going into the courtrooms to observe matters with students.

If there is a meeting with a judicial officer, the supervising teacher will also prepare the students for the meeting.

LDOs are provided for a minimal cost, and in the majority of cases does not cover the cost of arranging and facilitating the LDO. The fee structure is as follows:

- 1 - 10 students - \$88.00 (with GST)
- 11 - 25 students - \$220.00 (with GST)
- 26 - 45 students - \$396.00 (with GST)
- Low SES school. The LDO is free.

#### b. Court Visit (CV)

A CV is a self-guided tour. This means there is no prior assistance with planning the CV, a LDO facilitator will not accompany you on the CV, nor will any arrangements be made to meet with a judicial officer. However, the RoLE does provide supporting documentation by way of the Guide and other resources on the RoLE website.

### 2. Who can go on an LDO or CV?

The LDO and CV are available to Year 10 Commerce classes and Years 11 and 12 legal studies students.

Due to the heavy demand for LDOs, the RoLE is trying to ensure as many schools as possible can have an opportunity for participate in an LDO. Therefore, we only accept one booking for an LDO from the same legal studies group either when students are in Year 11 or Year 12. They can however, still attend a CV.

### 3. What does an LDO look like?

<b>8:30am</b>	Arrive at Court and meet your LDO Facilitator at the prearranged meeting location.
<b>8:45am</b>	LDO facilitator/sheriff does a court security, protocol and courtesy briefing with the students. Following the briefing you will proceed through the security screening. Wollongong times may vary
<b>9:00am</b>	Meet a judicial officer. Wollongong times may vary
<b>10:00am</b>	Court commences and teachers and students observe matters with the guidance of the LDO facilitator
<b>11:30am</b>	Court breaks for morning tea. The LDO Facilitator will conclude the morning and then depart
<b>12:00pm</b>	Court recommences (students and teachers may stay and continue to observe matters)
<b>1:00pm</b>	Court breaks for Lunch
<b>2:00pm</b>	Court recommences and concludes for the day at 4:00pm

### 4. What does a CV look like?

<b>9:50am</b>	Arrive at the Court. The court staff, sheriffs may brief the students regarding security, court protocol and courtesy prior to entering the Court building. However, it is expected that the supervising teacher has fully briefed students prior to the CV
<b>10:00am</b>	Court commences - you as the supervising teacher lead students to observe matters in court
<b>11:30am</b>	Court breaks for morning tea
<b>12:00pm</b>	Court recommences
<b>1:00pm</b>	Court breaks for Lunch
<b>2:00pm</b>	Court recommences and concludes for the day at 4:00pm

There is no onus on you to stay at the court until 4pm.

### 5. How do I book an LDO or CV?

To book a Court Excursion please see our website at <https://www.ruleoflaw.org.au/court-visit/>.

When you go to the website you will navigate to online line booking calendar where you will have the option to choose an LDO or CV. A few important hints will assist you to complete the booking without too much angst.

- It is very important to read the instructions for completing the online booking.
- After choosing a suitable date from the calendar put your mouse button over the event date you are choosing and **right click**. This will prompt a box to drop down which will read 'open link in new tab'.
- Click on that link to create a new tab in your browser.
- The new tab is the form you must complete.
- Another useful hint is to ensure you comply with the correct number of students for the court you are intending to visit. For example if you want a LDO at the Downing Centre the system is inbuilt to stop you booking more

than 45 students. It is important to know the cap of students for each court. This can be found at the specific courts mentioned in the Guide.

Reproduced below are the instructions on the website to assist you to book in:

#### How to book a Court Visit

1. Read our **Terms and Conditions Policy**
2. Choose the best date for your school and students.
3. Look at that date on the calendar.
4. Choose a **Blue Box** that has the name of the court that you want to visit and is **available**.
5. **Right Click – Open New Tab/Window – this is essential for the form to work**
6. **Select one (1) ticket to reflect the size of your group. Eg: If you have 40 students, select 1 ticket in the large group. IF YOU MAKE A MISTAKE, GO BACK TO THE CALENDAR AND START AGAIN**
7. Submit your booking request.
8. **Contact us by email** if you have not heard from us after 1 week and by Mobile: 0491 729 422 if your enquiry is more urgent.

#### 6. What if I want to go to a court not listed in this Guide?

Below is the link to all the courts in NSW.

[http://www.localcourt.justice.nsw.gov.au/Pages/contact\\_us/court\\_locations/court\\_locations.aspx](http://www.localcourt.justice.nsw.gov.au/Pages/contact_us/court_locations/court_locations.aspx)

District Courts are usually included in the Local Court Registry. Below is the link to all the dates the District Court in its criminal jurisdiction sits in all the Local Courts around NSW:

[http://www.districtcourt.justice.nsw.gov.au/Pages/courtlists/sitting\\_dates\\_crim.aspx](http://www.districtcourt.justice.nsw.gov.au/Pages/courtlists/sitting_dates_crim.aspx)

Please feel welcome to contact the RoLE if you want to make a booking at a court not listed in this Guide but you are not sure about the procedure.

#### 7. How many students should I take on an LDO or CV?

The number of students able to attend an LDO or CV will depend on each court. Please refer to the specific court you are intending to visit listed in this Guide to know the correct student numbers. This will help you to choose the right court for the size of your student group.

It is also expected that if you have a group of students that falls below 30 students and there is a court location with a District/Local Court closer to your school that is the first priority you should consider when booking either a LDO or CV.

#### 8. What is the teacher/student ratio for LDOs and CVs?

- 1 teacher per 20 year 11 and/or Year 12 students
- 1 teacher per 15 year 10 students.

## **Years 7, 8, or 9 students will not be accepted for any court excursions.**

Be aware that taking very large groups to court can pose difficulties. Sometimes there are not many suitable matters listed, and/or seating in the courtroom is limited due to family and friends of parties attending or if the matter is adjourned or the court excursion is cancelled. This contingency should be resolved during your risk assessment preparations discussed below.

### **9. How do I find cases?**

The court lists for the Local Court, District Court and Supreme Court can be found at [www.onlineregistry.lawlink.nsw.gov.au/content/court-lists](http://www.onlineregistry.lawlink.nsw.gov.au/content/court-lists)

The daily lists are posted at 3:30 pm the day before court. However, the cases can change.

The court list will tell you:

- Whether the matter is criminal or civil and what court it is in
- The location (courtroom and, where applicable, building) of each case and starting time
- The names of the parties involved in the case
- The judicial officer presiding over the case

It is good planning to look at the list thoroughly the day before your excursion. You may then do an internet search of the accused persons' name from the court list as this may assist in determining relevant cases for the students to observe as well as providing background information. However, do not be surprised if there is no information available.

In such cases you may have to find out what matters are being heard on the day. Usually if you approach a barrister or lawyer acting in the matter or the court officer in the court, they may be able to give you a very general idea about the matter i.e. murder or theft, drugs or where it is up to i.e. sentencing, appeal, etc

Even with good research a court list doesn't tell you where the matter is up to in the trial/hearing process. For instance, the jury may be empanelling, the jury may be deciding the verdict which means there will be nothing actually happening in court. Always have other cases as back-ups.

At the end of the Guide are Court Matters Forms for each court which may assist you in recording your case research.

### **10. What preparation do I need to do prior to meeting a judicial officer?**

If you are meeting a judicial officer, you are likely to be on an LDO. It is a unique opportunity to meet with a judicial officer and it should not be compromised by lack of adequate preparation. Therefore, it is expected you will brief the students prior to the meeting. If you know the name of the judicial officer, you may do some research about areas of law the judicial officer may have expertise. You must be prepared to go into a meeting with a judicial officer and enter into discussions and ask relevant questions.

It is expected that you will provide the LDO Coordinator a list of questions for the



judicial officer **1 week prior** to meeting. The questions are vital, as they serve as an 'icebreaker' to commence discussions as well as a useful reference point for the judicial officer and ensures the meeting is as educational and relevant as possible for the students.

#### 11. Do the courts have disability friendly access?

All courts are disability friendly with ramps and elevators. If unsure, contact the RoLE.

### WHAT PLANNING DO I NEED TO DO TO ENSURE THE SAFETY OF MY STUDENTS?

#### 1. Am I required to do a complete a risk assessment?

You as the supervising teacher and guardian always have the duty of care for your students. You are expected to prepare a risk assessment plan prior to the excursion which ensures your students are supervised throughout the excursion – what is your plan if students become lost in the building, placed in an uncomfortable situation and you are not around? The RoLE provides a *Venue Risk Assessment Guide* which can be located on our website.

#### 2. What are my plans for the supervision of students?

During the court excursion students should always be actively supervised. When going between courts keep as many students as possible on the same floor of the court building so that a single teacher can move between courtrooms to supervise the students.

If students are not under your direct supervision and there is an incident in the court complex, you need to consider what they should do. For example, they should be told to remain calm and if it is feasible, they should remove themselves quietly and discreetly from the incident location so students are not in the road of security staff and/or police. If this is not possible, students should go into a courtroom where there is a judicial officer and court staff. It is important that you discuss this with the students prior to allowing them to go off in unsupervised groups. These matters should all be included in your risk assessment.

If you decide to split the students into groups for independent court observation you also should have a plan where to meet at morning tea, lunch and what to do if they are required to leave an allocated courtroom.

### WHAT DO I NEED TO TELL MY STUDENTS ABOUT BEING SECURITY AWARE?

#### 1. Complying with security legislation and policies

Court complexes are secure locations and school groups will have to pass through security scanning (much like at the airport). As the supervising teacher you are expected to bring all the security points outlined below to the attention of your students. This should be done prior to the court excursion.

When you commence an LDO the LDO facilitator will provide a briefing to students about security and court protocols and courtesy.

If you are on a CV you are expected to do the security briefing.

At some courts, security staff may also wish to provide a briefing to the students before they go through security screening. Court staff may also assist with the briefing. The following points should be referred to in all briefings:

- a. Listen and follow the directions of all court personnel  
Students should listen respectfully and carefully and follow all instructions of security staff and court personnel
- b. Going through scanners  
When going through security, everything in pockets must go into a tray. All digital items must also go into a tray ready for scanning. Students should leave at home **scissors, compasses, glass bottles and any metal cutlery**. More obvious illegal items such as knives, guns, toy weapons and other offensive implements named under the *Weapons Prohibition Act 1998* will be confiscated and may lead to the police being called, charges, fines and even imprisonment. Epipens and inhalers are fine
- c. Prohibited use of mobile phones and recording devices  
Use of any form of recording device including MOBILE PHONES within a Court complex is an offence under the *Court Security Act 2005* and can carry a penalty of up to \$22,000 and 12-months imprisonment. Please emphasise to students that this covers all photography (including 'selfies' or pictures through augmented reality games such as Pokémon Go) as well as any form of audio recording. These restrictions are in place from the moment they enter Court premises. It is strongly recommended that you tell students to turn their phones off before going through security and to leave them off for the entire visit. Students may see some people talking on phones. They are usually legal representatives and they have special permission to use their phones. Some courts will confiscate phones during the court excursion only to be returned when you are leaving
- d. Security or terrorism threat and evacuation procedures  
If there is a security or terrorism threat in a court complex a school visit may be cancelled without notice  
  
Ensure the students are aware of evacuation procedures which are specific for each court.
- e. Security around toilets  
**Students should not visit toilets by themselves.**  
See individual courts for information about toilets.

## WHAT DO I NEED TO TELL MY STUDENTS ABOUT COURT PROTOCOL AND COURTESY?

### 1. Dress code

Students need to wear neat, clean and tidy full school uniform or conservative clothing to the court. Shoes should be closed in. Hats cannot be worn inside the building and never in a courtroom. Clothes displaying inappropriate messages, short skirts or 'short' shorts, track suit pants are not suitable attire for a court excursion.

### 2. Food and drink

Once in the building there is nowhere to buy food or drink. Students and teachers should therefore bring morning tea. It is up to you as the supervising teacher what happens at lunchtime. If students leave the building for lunch, they must pass through security again to re-enter the court building.

Food and drink should not be consumed in the courtroom or while meeting with a judicial officer.

Each individual court building has locations inside the building where students can sit. Check this out when you first enter the building, so you know where to sit for morning tea and as a meeting place if students are doing small group or individual observations.

### 3. Conduct outside the court room

Quiet talking outside a court is OK but there is no reason for excessive noise. It is inexcusable to disturb a court while it is in progress particularly when evidence is being taken.

### 4. Conduct in the court room

- a. If the court is in session (ie the judicial officer - Judge/Magistrate is sitting in court), when the students enter or leave a courtroom, they must stand inside the door and bow towards the Coat of Arms behind His/Her Honour. A simple bend of the head is enough. The bowing of the head is a long held tradition to show respect for the law. It is important that you discuss with the students the requirement to bow when entering and leaving the court. It is also important to ascertain before the court excursion whether any students are not prepared to bow and whether therefore the excursion is suitable for them
- b. If the judicial officer is not present when the students enter the courtroom, bowing is not required
- c. When the judicial officer (judge or magistrate) enters or leaves the room, the court officer will clearly say 'Silence, all stand' and the students should stand, bow when the judge is standing at their chair and only sit after the judicial officer sits
- d. Students should refrain from speaking in the courtroom when the court is in session, passing notes, rummaging in bags or generally drawing any attention to themselves
- e. School groups may be asked to leave a courtroom by the judicial officer or court officer for a variety of reasons. If this is the case, please comply quietly and quickly. You as the supervising teacher should have a backup plan for another court room for the students to go to

- f. Students should be discouraged from constantly walking in and out of courtrooms. It is very disruptive for court proceedings. As a rule of thumb once in a court room please do not leave for at least 15 - 20 minutes. Even if 15 – 20 minutes passes also make a judgement if it is appropriate to leave the court if it could cause disruptions during a pivotal part of a matter being heard.

## 5. Signage on the court doors

It is particularly important to read and comply with the signage on the courtroom door.

- a. **NON PUBLICATION ORDER** - means no notes should be taken about the case or the names of the parties and no information about it should be posted on the internet or in any school newsletter/post. Often the non-publication order is in place due to sexual assault matters. Students should therefore avoid courts with this signage unless you have enquired and are satisfied the matter is suitable for the students to attend and there will be no objection by the court to the students observing the matter
- b. **CLOSE COURT** - no members of the public including students under any circumstances can enter to observe these proceedings. These are usually matters involving children and are considered highly sensitive
- c. **MOBILE PHONES TURNED OFF** – as previously stated in the security briefing mobile phones should be turned off. You may see people using phones. They are usually legal representatives.

## 6. Courtesy to other court users

The court buildings and the courtrooms will be filled with other members of the public, who may be accused persons, victims, witnesses or the friends and family of such persons. People who attend courts may be in a stressed and/or fragile state including some with recognised mental illness. Students should be sensitive and respectful towards people in their vicinity and who they may sit next to. This includes not staring, laughing or making comments.

Please remember other visitors might not be having a good day and may also behave and/or react in unpredictable ways.

## WHAT DO I NEED TO KNOW FOR SPECIFIC COURTS?

### 1. Campbelltown Court



#### a. Where is Campbelltown Court located?

Railway Street, Campbelltown 2560 – conveniently located across the road from the railway station and a large carpark. There is a beautiful park 25 metres from the courthouse.

#### b. Why is Campbelltown Court a good court excursion venue?

Campbelltown Court is conveniently set out for supervision purposes. The 3 local Courts and 2 of the 3 District Courts are altogether on Level 1 of the Court House. Court 1 of the District Court is in the 'old' part of the courthouse. Close to the courthouse is a park that is a good place for lunch. Remember if you leave the courthouse you will have to go through security again if returning.

The courtrooms are a good size and there is usually plenty of room for 10 or more students.

#### c. Where can I find matters to observe in the Campbelltown Local Court?

There are 3 local courts

- Court 4 – List court and short matters - mentions, bails, breaches, sentences
- Court 5 - Depending on the day there may be hearings. On Thursdays and Fridays and is generally a list court
- Court 6 – Hearing court although on Tuesdays it is a list court

#### d. Where can I find matters to observe in the Campbelltown District Court?

The District Court has 3 courts

- Court 1 - Is easy to find in the old part of the courthouse and does all short matters appeals and sentencing
- Court 2 - Trials
- Court 3 - Trials

#### e. How many students can participate in the LDO?

25 – 30 attendees (students and teachers) are allowed on LDOs

#### f. How many students can participate in the CV?

25 – 30 attendees (students and teachers) are allowed on CVs

#### g. Where is the evacuation point?

Leave through the front exit and walk left towards the park

h. **Where is a good meeting place in the court?**

The seating outside the courtrooms is reasonable for morning tea. However, priority seating is for parties appearing at court.

i. **Where are the toilets located?**

The toilets are located on Level 1 as well. There are also toilets near the registry on the ground floor.

## 2. Downing Centre Court Complex



### a. Where is the Downing Centre located?

The Downing Centre is located at, 143-147 Liverpool St, Sydney NSW 2000. If you are coming by train the closest station to disembark is Museum Station which is diagonally across from the Downing Centre.

The Downing Centre houses both the Local and District Criminal Courts.

The Downing Centre is a huge court complex therefore a popular venue for court excursions. It is the only venue that can accommodate larger groups of students.

When doing a risk assessment, a clear strategy for supervision in the Downing Centre needs to address the spread of courts over six levels. How are you going to adequately supervise students?

John Madison Tower (JMT) is located behind the Downing Centre in Goulburn Street. This is where most civil matters are heard as well as the Dust and Diseases Tribunal and NSW Civil and Administrative Tribunal (NCAT) appeals. Students are interested in criminal matters so visits to the JMT are rare unless you are meeting with a judicial officer. The Family Court, NCAT are also located in Goulburn Street.

### b. Where can I find matters to observe in the Downing Centre Local Court?

The Local Courts are situated on level 4 & 5. There are 8 courts on Level 4 and 8 courts on level 5. This doesn't necessarily mean all courts operate every day. It is essential to look at the court list to ascertain which courts will be operating the day you visit.

- i. Courts 4.1, 4.2, 4.3, 4.6, 4.7, 4.8, 5.3, 5.4, 5.5, 5.7 are usually hearing courts. They are relatively small. A maximum of 10 students can fit into these courts if they are not too busy. Hearing courts usually start around 10am
- ii. Court 4.3 often hears traffic/SDRO matters.
- iii. Court 4.4 and 4.5 is the list and short matters court. They are very busy courts and start at 9.30am
- iv. Court 5.1 is a large, busy, court which traverses a range of LC matters such as mentions, hearings and sentencing as well as sending hearing matters to the other courts. It usually starts at 9.30am
- v. Court 5.2 is another large courtroom and is the main AVO court on a Wednesday along with Court 5.3
- vi. Court 5.6 may hear Commonwealth matters
- vii. Courts 5.8 is used for special fixture hearings and is often reserved for the use of the District and Supreme Courts.

c. **Where can I find matters to observe in the Downing Centre District Court?**

The District Court of the Downing Centre is the location for criminal trials. The District Court includes:

- Lower Ground Floor - LG1, LG2, LG3 (large court), LG4 (large court) - Trials
- Ground Floor - G1, G2, G3, G4 - Trials
- Level 1 - 1.1, 1.2, 1.3, 1.4 - Trials
- Level 2 - 2.1, 2.2, 2.3, 2.4 - Trials
- Level 3 - 3.1 - Appeals, committal hearings, sentencing, 3.2 – (large court) Trials
- Level 6 - 6.1 - (large court), 6.2 - Trials

Going to the Downing Centre doesn't negate the need to plan. Although there are a lot of courts, they are not always working nor are the matters always suitable for students.

Most District Courtrooms at the Downing Centre can comfortably hold 10 students unless identified as a large court which can hold up to 20 students. The parties to a matter always take precedent for seating over school students.

Good preparation prior to the court visit will assist to mitigate the possibility of wandering aimlessly around a court building looking for a suitable matter to observe that has the space for the students.

d. **How many students can attend an LDO to the Downing Centre?**

Up to 45 attendees (including students and teachers) can book in for an LDO.

e. **How many students are allowed on a CV to the Downing Centre?**

Between 70 – 80 attendees (including students and teachers) can book in for a court visit.

f. **Where is the evacuation destination?**

On the left hand side of Museum station near Hyde Park.

g. **Where is a good meeting place within the court?**

After you pass through security on the ground floor, students usually meet at the chairs near the elevators and stairs. This is usually where students have morning tea. They can also walk up the stairs to the toilets on Level 1.

h. **Where are the toilets located?**

Toilets are located on Levels 1, 3, 4, 6. However, Level 3, and 4 are busy so it is best to use the other floors. Students should not go into the toilets on their own.



### 3. Parramatta Court Complex



**PARRAMATTA LOCAL COURT**



**PARRAMATTA DISTRICT COURT**

a. **What is the address of the Parramatta Court Complex?**

Parramatta Court Complex is at 6 -12 George Street Parramatta NSW 2150

- The Local Court is located at 6 George Street, Parramatta
- The District Court is located at 12 George Street, Parramatta.

b. **Where can I find matters to observe in the Parramatta Local Court?**

The Local Court comprises two levels:

Level 1

- 1.1 - The main first mention court as well as other short matters
- 1.2 - Hearings and short matters
- 1.3 - Hearings and short matters
- 1.4 - Hearings and short matters
- 1.5 - Hearings and short matters.

Level 2

- 2.1 - Hearing – Drug Court (by permission only)
- 2.2 - Hearing – AVOs on Tuesdays

c. **Where can I find matters to observe in the Parramatta District Court?**

The District Court incorporates 11 court rooms spread over 5 levels.

- Level 1 – Court 1 - List Court & Appeals; Court 1A – State Parole Authority (SPA) sits Monday, Tuesday, Thursday).
- Level 2 – Court 2, 3, 4 area trial courts. Court 4 has appeals on some Wednesdays
- Level 3 – Court 5 & 6 are trial courts. The Supreme Court sometimes sits at Parramatta and usually on Level 3. Often the court is not always open to the public due to the sensitive nature of evidence
- Level 4 – Courts 7 & 8 – trials
- Level 5 – Courts 9 & 10 – trials

- d. **How many students are allowed on an LDO?**  
25 - 30 attendees (including students and teachers) is a reasonable number for an LDO Parramatta Court.
- e. **How many students are allowed on a Court Visits?**  
Up to 30 - 40 attendees (students including teachers) are allowed on a court visit on one condition - they will have to be split into two groups and take turns visiting the Local and District Court.
- f. **Where is the evacuation destination?**  
For the Local Court and District Court go to the front of the buildings.
- g. **Where is a good meeting place within the Local Court?**  
After you pass through security, students usually meet near the stairs going to Level 1. On level 1 in the corner near Court 1.3 is a good meeting place.
- h. **Where is a good meeting place within the District Court?**  
When you go into the District Court building there are seats on the left hand side of the revolving doors. This is a good location to do the briefing as it is very noisy outside due the traffic.
- After going through the security there are seats located on the right hand side near the registry where students can wait. Students shouldn't mill around the security area. Toilets are conveniently located further to the right of the seats.
- On each floor, outside the courtrooms there is plenty of space for students to sit quietly.
- Students usually have morning tea outside at the front of the courthouse.
- i. **Where are the toilets located?**  
Toilets are located on Level 1 in the Local Court.
- In the District Court there are toilets conveniently on every level. Students should not go to toilets on their own.

## 4. Supreme Court



**QUEENS SQUARE**



**KINGS STREET**

### a. Where is the Supreme Court located?

The Supreme Court has four main locations.

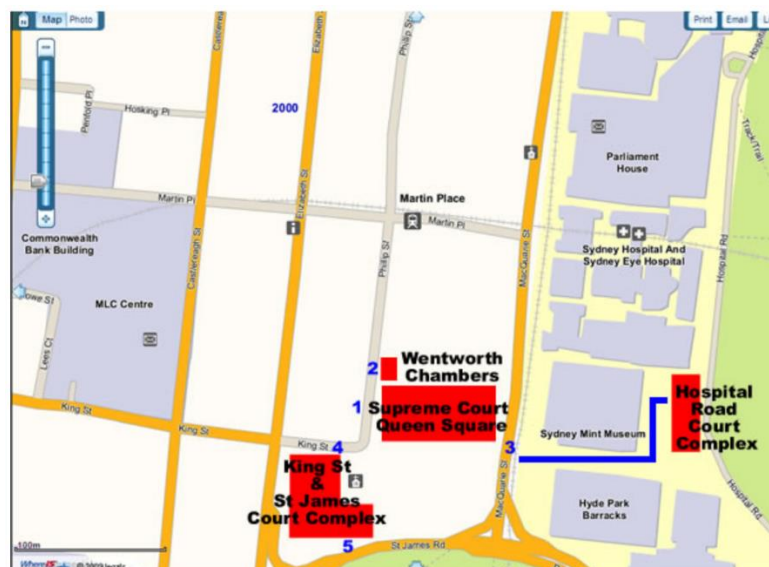
The main building is at Queens Square, hearing both civil and some criminal matters.

King Street and St James Courts hear serious criminal trials where the accused may be in custody.

Darlinghurst Court also accommodates trials but is offsite.

Hospital Road courts hear mainly equity matters.

A Map has been provided below. Darlinghurst Court is not shown on the map as it is located in Oxford Street:



b. Why is the Supreme Court a good court excursion venue?

The Supreme Court has diverse jurisdictions ranging from criminal, civil, equity, court of appeal, Federal and High Court. Timing a sitting of the High Court with a court excursion may need extra planning.

The Supreme Court in its criminal jurisdiction deals primarily with murder and terrorism matters. However, due to security requirements most terrorism cases are heard at Parramatta District Court. Some matters are also listed in Court 5.8 of the Downing Centre.

The subject range and complexity of cases the Supreme Court is more suitable for Year 12 students.

c. Where can I find criminal matters to observe at the Supreme Court?

Most criminal trials are held at the King Street Courts or Darlinghurst Court. These are very old courts dating back to colonial times. These courts are equipped with holding cells which the main Supreme Court doesn't have in use.

i. King Street Courts

- Court 1 – is a small court and only holds around 5 students
- Court 2 – has a public gallery which may hold 20 students – permission must be granted by the presiding judge for the public gallery to be opened
- Court 3 - has a public gallery which may hold 20 students – permission must be granted by the presiding judge for the public gallery to be opened
- Court 5 is accessed by Elizabeth Street. It is a small court and only holds 5 students if there are not many other people in the public gallery

ii. St James Road Court is opposite Hyde Park. It has a good sized public gallery and can hold 20 students.

iii. Darlinghurst Court is in Oxford Street. It is quite a distance offsite and therefore doesn't attract many court excursions. Although often there are a number of trials running there

iv. Some matters are also heard at Parramatta (mainly terrorism) and sometimes in Court 5.8 of the Downing Centre

v. Level 11A of the main Supreme Court building is the bail review court. Reviews are conducted via video link because the bail applicant is usually incarcerated. It is a very small courtroom and preference for seating is given to family and friends of the bail applicant. Read the court list carefully because bail reviews may also be heard in other courts.

vi. Level 13 - Banco Court of the Supreme Court Building hears criminal appeals usually by video link to a correctional facility and there is abundant seating

vi. Level 13A – also deals with criminal/civil appeals using video link and holds up to 15 students

d. **What other matters are there to observe at the Supreme Court?**

The Supreme Court building hosts most of the civil matters including appeals from Levels 7 – 13. There are 4 courts per each level. Some criminal matters are held in the main Supreme Court building including criminal appeal matters.

The Federal Court also sits in the Supreme Court building on Levels 17 – 22. If students are studying Human Rights Law they may find the Refugee appeal cases interesting and relevant to the syllabus.

The High Court sits occasionally on Level 23.

Offsite on Hospital Road are some of the Equity Court hearings.

By way of interest the Land and Environment Court sits next to the Supreme Court. Court excursions are welcome there but prior permission to attend must be sought.

e. **How many students are allowed on an LDO?**

There is a cap of 20 participants (students and teachers) on an LDO. The Supreme Court is more suitable for Year 12 students.

If Year 10 students attend an LDO the RoLE will not organise to speak to a judicial officer.

f. **How many students are allowed on a Court Visits?**

There is a cap of 20 participants (students and teachers) on a CV.

g. **Where is the evacuation point?**

Queens Square is the evacuation point for the Supreme Court.

h. **Where are the toilets located?**

In the Supreme Court there are toilets located on every floor from Levels 7 – 23. Toilets are also available for disabled visitors.

King Street Courts have toilets located on Level 1. Access is by stairs or elevator.

i. **Are the courts disability friendly?**

The Supreme Court is very disability friendly.

King Street Courts are very old. There have been significant modifications to ensure equitable access for visitors with a disability. Please let the RoLE know if you require access to King Street Court for a disabled student.

## 5. Wollongong Court



### a. What is the address?

Wollongong Court is located at the Cnr Market and Church Street, Wollongong NSW 2500.

The Wollongong Court houses both the Local and District Courts.

### b. Where can I find matters to observe in the Wollongong Local Court?

Wollongong Local Court has 3 local courts. Although a range of matters may be heard in in each court such as hearings, sentences, breaches of parole the following generally can be relied on:

- Court room 1 – Generally Hearings
- Court room 2 – Generally Hearings – longer sentences on a Friday
- Court room 5 – Mentions, short matters, bails, custodies
- Court room 6 – Mentions bails and custodies and allocated matters to other courts

### c. Where can I find matters to observe in the Wollongong District Court?

- Court room 3 – Trials, short matters including appeals, sentences, committal hearings
- Court room 4 – Trials, short matters including appeals, sentences, committal hearings

### d. How many students are allowed on an LDO?

There is a cap of 30 participants (students and teachers) on an LDO. Tuesday is the only day currently allocated for LDOs.

### e. How many students are allowed on a CV?

There is a cap of 30 participants (students and teachers) on a CV. Wednesdays are allocated for CVs.

### f. Where is the evacuation point?

Leave through the exits and assemble in front of the building

### g. Where is a good meeting place in the court?

The seating in front of the registry on the ground floor, opposite the registry is a good place for students to assemble when they first pass through security. There are seats outside courtrooms. However, if the court is sitting students will have to be very quiet.

### h. Where are the toilets located?

Public toilets are signposted and are located on each floor and at various points throughout the building.

## Resources

1. Court Matters Recording Sheet for
  - a. Campbelltown Local Court & Campbelltown District Court

### Campbelltown Local Court

Date:	Name of School	Year	
Ground Floor - Registry Toilets – Level 1			
Court 4 - List court and short matters. (mentions, bails, breaches and sentences)	Court 5 – Hearings, Thursday & Friday list court.	Court 6 – Hearing court, Tuesday list court.	Notes:

### Campbelltown District Court

Date:	Name of School	Year	
Ground Floor - Registry Toilets – Level 1			
Court 1 – Old part of the courthouse. Short matter appeals & Sentencing.	Court 2 – Trials	Court 3 – Trials	Notes:

b. Downing Centre Local Court

**DOWNING CENTRE – LOCAL COURT**

Date:	Name of School	Year	
<b>Level 4 – Small court rooms. Up to 10 students at a time Toilets – LG, L1; LHS – Courts 2 &amp; 4; RHS – Courts 1 &amp; 3</b> <b>*usually 9:30am start Daily - Recess 11:30am-12; Lunch 1-2pm</b>			
4.1 (Hearings)	4.2 (Hearings)	4.3 (Often traffic)	*4.4 (Mentions)
*4.5 (Often first mentions)	4.6 (Hearings)	4.7 (Hearings)	4.8 (Hearings)
5.1* (Large Court) Hearings/Sentencing)	*5.2 (Main AVO Court on Wed)	5.3 (Sometimes Civil matters)	5.4 (Hearings)
5.5 (sometimes civil matters)	5.6 (Cth matters and civil matters)	5.7?	5.8 is sometimes used for Supreme Court matters



c. Downing Centre District Court

**DOWNING CENTRE – DISTRICT COURT**

Date:	Name of School	Year	
Toilets – LG, L1; LHS – Courts 2 & 4; RHS – Courts 1 & 3 10AM – 4PM Daily; Recess 11:30AM-12; Lunch 1-2PM			
LG 1	LG 2	LG3 (large public area)	LG4 (large public area)
G1	G2	G3	G4
1.1	1.2	1.3	1.4
2.1	2.2	2.3	2.4
3.1 – appeals, short matters	3.2 (large public area)	6.1	6.2

d. Parramatta Local Court

**PARRAMATTA LOCAL COURT**

Date:		Name of School		Year	
Ground Floor - Registry Toilets – Level 1					
Court 1.1 (usually mentions/sentences court)	1.2 (mentions/hearing)	1.3 (usually hearing court)	1.4 (usually hearing court)	1.5 (usually hearing court)	
Court 2.1	2.2 (AVO court on Tuesdays)	2.3	2.4		

e. Parramatta District Court

**PARRAMATTA DISTRICT COURT**

Date:		Name of School		Year	
Ground Floor - Registry Toilets - G, 1, 2, 3, 4 & 5					
Level 1 -Courtroom 1 Appeals/List		Level 1 Courtroom 1A State Parole Authority		Level 2 Courtroom 2	Level 2 Courtroom 3
					Leve 2 Courtroom 4
Level 3 - Court Room 5		Level 3 - Courtroom 6		Level 4 - Courtroom 7	
				Level 4 – Courtroom 8	
Level 5 – Courtroom 9		Level 5 – Courtroom 10		Notes	

f. Supreme Court

**SUPREME COURT NSW**

Date:		Name of School			Year	
Toilets: Floors 7 - 23						
<b>QUEENS SQUARE</b>						
7A	7B	7C	7D	7E	7F	
8A	8B	8C	8D	8E	8F	
9A	9B	9C	9D	9E	9F	
10A	10B	10C	10D	10E	10F	
11A	11B	11C	11D	11E	11F	
12 President's Court	12A	12B	13 Banco Court	13B		
<b>HOSPITAL ROAD</b>						
Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	
<b>KING STREET</b>						
Court 1	Court 2	Court 3	Court 5	St James Road		

g. Federal & High Court of Australia (NSW Division)

**FEDERAL & HIGH COURT OF AUSTRALIA  
Level 17**

Date:	Name of School		Year
<b>18A</b>	<b>18B</b>	<b>18C</b>	<b>18D</b>
<b>19A</b>	<b>19B</b>	<b>19C</b>	<b>19D</b>
<b>Lev 21, Court No. 1</b>	<b>Level 21, Court No. 2</b>	<b>22A</b>	<b>22B</b>
<b>High Court Level 23</b>			

h. Wollongong Local Court & Wollongong District Court

**Wollongong Local Court**

Date:		Name of School		Year	
Ground Floor - Registry Toilets – Level 1					
Court 1 – Generally Hearings.	Court 2 – Generally Hearings, longer sentences on a Friday.	Court 5 – Mentions, short matters, bails, custodies	Court 6 – Mentions, bails and custodies and allocated matters to other courts.	Notes	

**Wollongong District Court**

Date:		Name of School		Year	
Ground Floor - Registry Toilets – Level 1					
Court 4 – Trials, short matters including appeals, sentences, committal hearings.		Court 3 – Trials, short matters including appeals, sentences, committal hearings.		Notes:	