



LEGALAID

MALTA[®]

PREPARING YOURSELF BEFORE ATTENDING THE LAW COURTS

V 1.2

188/189, Old Bakery Street, Valletta

 2247 1500

 info.legalaidmalta@gov.mt

Office Hours for Public:

Monday to Friday

16 June – 30 September: 08:30 – 12:30hrs

01 October – 15 June: 08:30 – 14:00hrs

Website: www.legalaidmalta.gov.mt

Internet search engine keywords: *Legal Aid Malta*



Prepare yourself

ON THE DAYS BEFORE THE HEARING OF THE COURT CASE

Check:

- i. The date and time of the hearing of your court case.
- ii. The name of the Judiciary who would be hearing your case.
- iii. The place where you have to attend;
- iv. If you have a medical doctor's order that you cannot pass through the Law Courts metal detectors, take the certificate with you.

Prepare and organise:

- i. The documents you received from Court.
- ii. Other relevant documents in relation to your court case.
- iii. Copies of the documents which the lawyer informed you to prepare.

Remember:

- i. To inform your lawyer to remind him with the day and time of the case and discuss whether you need to do anything before the day of the hearing of the case.
- ii. That this is your case and therefore you need to take care to be present during the court hearing.
- iii. That in case you cannot attend for the case hearing, you inform your lawyer at least one day before.
- iv. To arrive at the Court building approximately a quarter of an hour before the hearing of the case. You must leave home in ample time to arrive on time.

Prepare yourself.....

ON THE DAY OF THE COURT HEARING

Bring with you:

- i. All the documents you have organized sequentially.
- ii. Copies of the documents you will be presenting to the Court.
- iii. Identification document (eg. identity card or passport).

Do not bring with you:

- i. Dangerous objects at the Court building (eg. penknives, scissors, knives, parfum bottles, bottles and any other object which can be used as a weapon).
- ii. Children under the age of thirteen (13) unless by Court Order.

What to wear:

- i. Ladies: decent skirt or trousers and a decent top with sleeves. Clothing colour needs to be dark.
- ii. Men: trousers, shirt, tie and dark blazer or jacket; or a complete suit.
- iii. If you do not have a complete suit you may wear decent and smart clothing (jacket, shirt and tie are required).

Prepare yourself.....

ON ARRIVING AT COURT

On arriving near the entrance of the Court building:

- i. You will need to pass through the security check. You will empty your pockets and pass through a metal detector. If you have a purse or a bag, you will have to put it through the security machine.

Inside the Court building:

- i. You will find a monitor to see in which court hall the Judiciary hearing your case is presiding. In case of difficulty you can ask the Customer Care to guide you.
- ii. When you arrive near the court hall where your case is being heard, you will need to wait until a Court Marshal (in civil cases) or a Police Officer (in criminal cases) calls your case. You can also ask the officer calling the cases to see whether the case has already been called.

In the Court Hall:

- i. As soon as you enter the Court hall you will see on the podium the presiding Judge hearing the cases. When the Judge calls your name, stand up and let the Judge know that you are present.
- ii. You will address the Judge as: 'Your Honour', the Magistrate as: 'Magistrate' or 'Your Honour' and a Chairperson of a Board or Arbitration as: 'Mr Chairman' or 'Madam Chairman'.
- iii. Reply only to questions by the Judge in a clear voice and politely.
- iv. Never talk unless by order of the Court.
- v. When the case hearing is finished say: 'Thank you' with courtesy to the Judge.

More information:

May be accessed on the Judiciary's webpage:

<https://judiciary.mt/en/Pages/FAQs.aspx>