

COURTS

County Court

This is also known as the “**Small Claims Court**” or “**Divorce Court**”. It can help you with the recovery of debt, property and goods and all family matters, including divorce, children and residency, adoptions, injunctions and parental responsibility. For leaflets on any of the above, log onto www.courtservice.gov.uk Information packs are also available to take away from the public counter area, weekdays from 8am to 5pm.

The court office is open weekdays from 10am to 4pm. They will take phone calls from 8.30am to 5pm.

Court Service, Gate House, The High, Harlow CM20 1UW
(01279) 443291 Fax (01279) 451110
www.harlow.gov.uk Type “County Court” in the search box.

The **bailiff office** is open weekdays from 8am to 10am.
(01279) 454987

The bailiffs can be contacted at other times on their mobiles. Please telephone the main office to get the bailiff’s number.

Forms to apply for **probate** are also available from the court office. The court staff cannot give any further information on probate. You can get this from the Probate and Inheritance Tax Helpline on 0845 302 0900.

If you are a defendant in **possession proceedings**, you can talk to someone from Harlow Welfare Rights & Advice, on the day that your hearing will take place. Please attend court at least 30 minutes before the time your hearing is due to start and bring with you all the papers you have been sent. If you wish to contact Harlow Welfare Rights & Advice before your hearing date, telephone them on: 01279 446622.

Magistrates’ Court

The Magistrates’ Court deals with Criminal, Youth and Family cases. It sits at the Court House, South Gate, The High, Harlow CM20 IHH (next to the Police Station) and the Court House, High Road, Epping CM16 4LA (behind the Police Station).

Fines imposed by the court are expected to be paid on the day. If time to pay is granted exceptionally by the court, the fine is paid to the Court Finance Office at Southend.

All administration for the court is dealt with at Osprey House, Hedgerows Business Park, Colchester Road, Springfield, Chelmsford CM2 5PF
(01245) 313300

Justices of the Peace can witness documents by appointment only. You can arrange this via the court office. A fee may be payable.