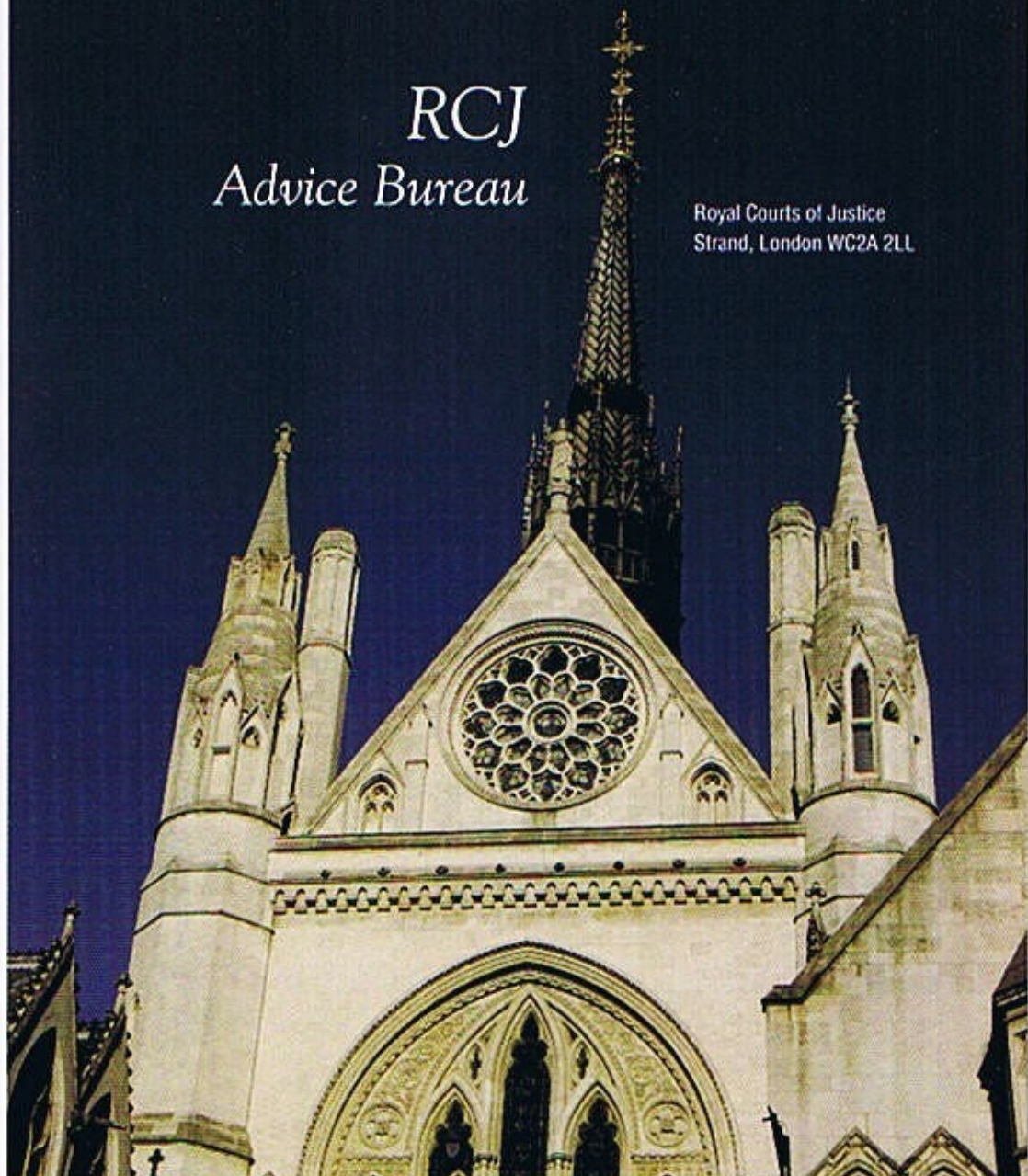


RCJ Advice Bureau

Royal Courts of Justice
Strand, London WC2A 2LL



Community
Legal Service



The RCJ Advice Bureau is run by lawyers in conjunction with the Citizens Advice Bureau and is independent of the court.

We provide

Free, Confidential, Impartial legal & procedural advice & assistance to everyone who is a litigant in person in these courts regardless of their race, gender, sexuality or disability. Although we are here primarily to assist court users, we may be able to assist others who do not have a case going through the court. However, due to resources, we are often unable to do this and would advise you to attend your nearest Citizens Advice Bureau if you are not using these courts.

Location

We have two branches and one outreach point:

Royal Courts of Justice

To contact us, Monday to Friday:

Telephone 020 7947 6564. The telephone line for appointment booking is open on Wednesday to Friday from 10.30am to 12.30pm.

All civil cases are dealt with at this branch e.g. **Procedural Advice and Preparation of Court of Appeal Documents**; referrals to the Free Representation and Bar Pro Bono Unit.

Principal Registry of the Family Division

Monday to Friday 10.00am – 1pm & 2pm – 4.30pm.

All matrimonial matters and general advice e.g. **Consumer, Debt, Housing and Welfare Benefits** cases are dealt with at this branch on a first-come first-served basis, subject to advisers being available.

Lawyers specialising in Family Law will be available on Mondays, Wednesdays and Thursdays to provide advice and assistance in:

Adoption, Abduction, Care Proceedings, Children, Court Procedure, Divorce, Domestic Violence, Mediation and Property.

Bankruptcy Court Desk outreach point

Monday to Friday 10am – 1pm.

Royal Courts of Justice, Thomas More building, first floor, room TM103 (near court 52).

Pre- and post-bankruptcy advice – for example implications of bankruptcy, setting aside Statutory Demands, or negotiating with creditors to avoid bankruptcy.

How we operate

The Bureau operates on a 'first come first served' basis at our Family Division branch and Court Desk, and 'appointments only' at the Royal Courts of Justice branch. When making a telephone appointment the receptionist will assess whether the client is appropriate for assistance by the Bureau. If they are eligible and the advice and assistance sought falls within the Bureau's remit they will be referred to a lawyer/advisor, who will endeavour to provide the advice or assistance sought. Interviews will normally last half an hour. If matters need more time, for example those involving a difficult point of law or procedure, or those requiring more information, research or the drafting of documents, the client will be asked to come back and an appointment will be made.

Important things to remember

- Clients who wish to consult the Bureau should do so as soon as possible.
- Clients should bring with them all court documents relating to their case and any correspondence or other documents which might be relevant.

Limits on the service we offer

We do not:

- Take on cases in which lawyers are already instructed
- Advise people who can afford to pay for their own legal advice; or, except in emergencies, do work for which a client is qualified to receive legal aid.
- Take over the conduct of the case

The bureau has the right to refuse to give help at its discretion

All advice and assistance is provided on the Bureau's standard terms of business which clients must read and sign before the Bureau can help. They govern the relationship between the client and the Bureau and explain in more detail what the Bureau can and cannot do.

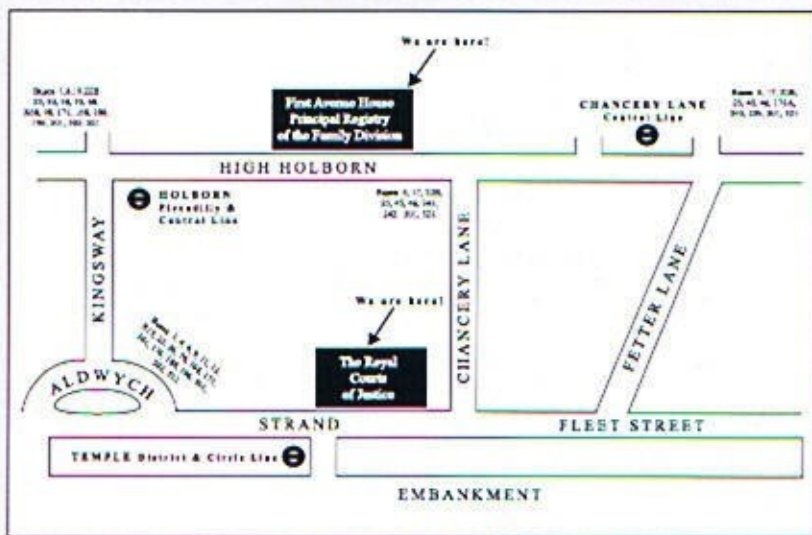


How to find us

RCJ Advice Bureau
Royal Courts of Justice
Strand, London WC2A 2LL

RCJ Advice Bureau
Principal Registry of the Family Division
Fourth Floor
First Avenue House
42-49 High Holborn
London WC1V 6NP

Website
www.rcjadvic.org.uk



Charity Registration No. 1050358

RCJ Advice Bureau is supported by the Legal Services Commission,
Citizens Advice, Capitalise and The Ministry of Justice.

This information was correct as at February 2008.