

ANSWERING

You should listen carefully to what you are asked. You may be asked to refer to your contemporaneous notes.

Take your time answering, and say if you do not understand or cannot answer. It is your duty to answer all questions asked truthfully and accurately.

Speak clearly and slowly.

In the Sheriff Court, the Sheriff should be addressed "My Lord" or "My Lady".

ATTENDANCE

You must attend court when you receive a citation.

Please dress smartly.

Advise the Reporter or the agency who cited you immediately if you have any difficulty in attending. You must provide a medical certificate if you cannot attend due to illness.

The Children's Reporter for North Ayrshire can be contacted on 01294 278151.

North Ayrshire CPC

Child Protection Development
Team
The Health Centre, Vennel Street
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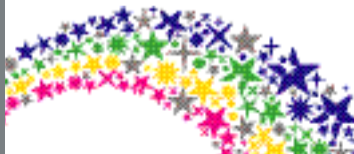
CITATION CARD

Being a Witness in Court
Advice for professionals

ARRIVAL

Please arrive at the Sheriff Court at the stated time. Bring your citation with you and report to the Reception desk.

Staff will confirm your attendance with the Children's Reporter, Procurator Fiscal or Legal Representative.



WAITING

You will be asked to wait in the witness waiting room and will be kept informed of what is happening.

You will be told when you are required to give evidence or if you are no longer required.



OATH

A court official will call your name when it is time to give evidence.

Once there the Sheriff will ask you to take the oath.

If you would prefer to promise solemnly to tell the truth, say to the Sheriff that you want to "Affirm".

You should stand to give evidence.



QUESTIONS

The first person to ask a question will be the Reporter, Procurator Fiscal or Legal Representative. You will be asked your name, address, age and occupation. You may be asked for your qualifications and also what Child Protection Training you have completed. You will then be asked questions about the case.

You could then be asked questions by a lawyer representing the family or by a curator representing the child. Sometimes the Sheriff will ask you questions.

