

# House rules The Hague District Court

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## Introduction

The court administration has adopted house rules to ensure the undisturbed conduct of judicial duties and to maintain order and security. These house rules are partly posted at the main entrance and in the building. The enforcement of the house rules is the daily responsibility of the manager mandated by the court administration.

## Visitors

The building is open to the public from 8.30am to 5pm. Visitors for the restricted areas are notified in advance to security by the receiving staff member. After identifying themselves with a valid ID, visitors will receive a visitor's pass, which must be worn visibly within the secure area. Visitors are escorted into the secure area by an employee. The staff member will escort visitors to the exit of the courthouse at the end of the visit.

## Access control

Upon entry, everyone must cooperate with an access control carried out by security and/or police staff. They check for (prohibited) weapons, explosives or other objects and (liquid) substances that could threaten the safety or health of persons or jeopardise order and safety in the building. If the detection equipment gives a signal, or in cases of fear of criminal offences or danger to the safety and health of persons, security staff and/or the police conduct additional investigations. This investigation may consist of an examination of clothing and/or a manual check of (hand) luggage, objects and/or goods. In the event of a specific reason, the police will conduct further investigation.

Judicial officers, police officers, members of the legal profession, bailiffs, interpreters, administrators and ministerial representatives are not subject to access control. Upon presentation of a valid State pass or corresponding proof of identity, they will in principle be granted free access to the building. These regulations do not affect the authority of the security and/or police and/or judge to take different measures to ensure the undisturbed conduct of the hearing and/or the safety of persons.

The police are responsible for access policy in relation to the detainee area and may make additional rules in this regard.

### **Confiscated items**

Security will temporarily hold (hand) luggage or objects that can be made suitable for threatening use as a weapon or disrupting order and safety. Visitors will receive a receipt for all items taken into custody. With this receipt, the deposited objects can be collected from security on leaving the building. If not, security will keep the goods for a maximum of two weeks. After this period, the goods are taken to the municipality or police. Any prohibited substances or objects found will be handed over to and/or confiscated by the police. They handle the confiscation further.

### **Other control**

Staff security and/or police may carry out checks on:

1. The reasons for the presence of persons in the building and/or on the identity of persons seeking access to the building, being in the building or leaving the building.
2. Objects left unattended and/or taken into custody.
3. Confused persons, persons apparently under the influence (e.g. of alcohol, drugs or a combination thereof) and persons who cannot indicate a valid purpose of stay in the building. They will not be admitted to the building or will be removed.

Persons not cooperating with the above checks will be denied access to the building. They will be removed, if necessary, by security staff and/or the police. Everyone must have a valid identity document when asked. Persons who refuse to identify themselves with a valid identity document when asked may be denied further access to the building. Baggage whose ownership or origin has not been established may be removed from the building.

### **Prohibitions**

It is forbidden to:

1. Bringing weapons, items to be used as weapons and ammunition into the building;
2. Bringing into the building explosives, narcotics, objects, (liquid) substances or gases that could threaten the safety or health of persons, be suitable for the threat of persons or endanger the order and safety in the building;
3. Bringing (domestic) animals into the building, with the exception of a certified assistance dog;
4. Bring and/or consume drinks and/or food in the seating areas;
5. Smoking in the building or using nicotine-replacing objects or preparations;
6. To manifest/demonstrate in the building;
7. To cause noise, pollution, destruction or other nuisance;

8. Behaving in such a way that order, peace, safety or the conduct of business is or may be disturbed;
9. Wearing face-covering clothing in any form inside the courthouse.<sup>1</sup>

If the items mentioned under 1 and 2 are intended to serve as evidence in pending proceedings, this will have to be reported to the security staff immediately upon entry.

### **Camera surveillance**

In connection with order and safety in and around the building, surveillance is carried out using cameras. If necessary, image recordings can be used to detect any disturbances/criminal offences. Images are digitally recorded using appropriate recording equipment in compliance with the General Data Protection Regulation. The image recordings are automatically deleted within the set time limits.

### **Attending sessions**

With some legal and/or court-ordered exceptions, hearings are public and open to all. Anyone aged 12 and over may attend such a hearing. In special cases, the judge may decide that visitors under 18 years of age may not attend a (criminal) hearing or may only be accompanied. For example, for hearings that deal with shocking events.

### **Image and sound recordings**

In connection with privacy and portrait rights of litigants and visitors, it is not allowed to use cameras and/or film and/or sound recording equipment in the building, unless explicit permission is granted by the building manager. Failure to comply with these rules may result in removal and/or denial of access to the building. The national Press Directive applies to media.

The use of mobile devices, such as telephones, laptops, tablets and other portable (tele-) communication devices is permitted in courtrooms only to the extent that such use is necessary for the conduct of the proceedings at the hearing and in all other cases only with the permission of the Chair.

### **Third-party personnel and suppliers**

Third-party personnel, such as maintenance engineers, are notified in advance by the receiving employee. Access to the restricted area is granted after identification with a valid ID and after security has ascertained that the required screening (valid VOG) has taken place. Deliveries are made via the

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<sup>1</sup> Wearing face-covering clothing in government buildings is prohibited by law. There is an exception to this prohibition if wearing these clothes is necessary to protect the body, for example in connection with health or safety. In addition, the wearing of face-covering clothing is allowed if it is necessary in connection with professional requirements.



goods entrance to the building. Suppliers are accompanied in the restricted area at all times by an employee of the host organisation. A special pass will be issued to all by security staff, which should be worn visibly in the secure area.

### **Press facilities**

The national Press Directive applies to the press. Inside the building, the press can use the available press facilities upon identification with a national (police) press card. Audio-visual media and photographers can report to the security staff and will be given access by the relevant press officers/communications staff supervised. Recordings and photographs may be taken only in or on the manner and locations designated by the judge and/or press officers/communication staff in the building.

### **Evacuation order or signal**

Anyone in the building is obliged to leave the building or a part of the building immediately when ordered to do so by members of the Emergency Response Team, security staff and/or police or when the evacuation signal sounds.

### **FIRST AID**

First aid is provided, possibly by reporting to security staff, court clerks or information desk staff.

### **Violation of house rules**

If the prohibitions and/or other rules of the house regulations are violated, (further) access to the building may be denied and removal may take place by staff security and/or police<sup>2</sup>.

If necessary, charges will be filed and/or any damages recovered from the perpetrator. This may lead, for example, to failure to appear at the hearing or failure to appear at the hearing on time. In such cases, failure to appear at the hearing or failure to appear on time is the responsibility of the person concerned.

These rules are without prejudice to the power of the chairman/judge to take further measures in the courtroom to ensure the undisturbed conduct of the hearing and/or the safety of persons.

Outside the courtroom, you should follow the instructions of the court usher, security, police and staff from the emergency services.

### **Not provided**

With questions about the house regulations, visitors can contact the security, messenger and information desk staff. In those cases where these regulations do not

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<sup>2</sup> Sections 139, 185, 184(1) and/or (2) of the Penal Code



provides, the mandated administrator decides, possibly in consultation with the person in charge of the police.

### **Complaints**

Written complaints can be addressed to the district court's board of justice, PO Box 20302, 2500 EH The Hague. The court administration will handle your complaint within six weeks. You will receive written confirmation of this. The handling of complaints is subject to the complaints procedure of the District Court of The Hague. This can be consulted via [www.rechtspraak.nl](http://www.rechtspraak.nl).