|  |  |
| --- | --- |
| Charlotte County Historic Court House226 Taylor Street, Suite 200, 2nd FloorPunta Gorda, Fl 33950Tel: 833-5430 | Administrative Office of the Courts – Teen Court Program |

Memo

To: Teen Court Participants

From: Mrs. Andrea J. Williams, Program Specialist

 Juvenile Arbitration/Teen Court Program Coordinator

Re: Applications for 2015 – 2016 School year

Dear Student Volunteer:

***Please complete the entire application, answering all questions. Please make sure both you and your parent/guardian have signed in the appropriate places, and return it to my office, no later than Friday, September 4, 2015. Applications received after that date will not be accepted without consideration. Please do not mail any applications close to the closing date as they may not get to my office in time.***

***The first session of Teen Court will be held on September 17, 2015 at 5:15 PM so that I may give you an overview of this program and answer any questions you or your parent(s)/guardian(s) may have. Your parent(s)/guardian(s) are allowed to attend this first session only.***

If you have already served in the program in the previous year as a Juror or Shadow Attorney and would like to begin serving as a Shadow Attorney or Attorney, respectively, please **indicate** that on your application and you will be assigned that position. If you have never served in Teen Court, then you will begin as a Juror. If you served in the previous year in Mock Trials, then that will be taken into consideration if you want to begin as a Shadow Attorney.

If you have any questions, please feel free to call me at 833-5430.

 **READ THESE INSTRUCTIONS IN ITS ENTIRETY BEFORE COMPLETING THIS APPLICATION. FILL IN ALL BLANKS AND GIVE SPECIAL ATTENTION TO THE TEEN COURT RULES AND REGULATIONS.**

**2015-2016 TEEN COURT APPLICATION**

**RETURN *COMPLETED AND SIGNED* APPLICATION TO:**

**ADMINISTRATIVE OFFICE OF THE COURTS CHARLOTTE COUNTY HISTORIC COURT HOUSE**

 **226 Taylor Street, Suite 200, 2ND FLOOR**

 **Punta Gorda, Fl 33950**

 **Attn: Andrea Williams**

 **(941)-833-5430**

* ***BE SURE TO RETURN ONLY PAGES 6-9***
1. **YOUR VOLUNTEER APPLICATION**
2. **YOUR SIGNED OATH OF CONFIDENTIALITY**
3. **YOUR VOLUNTEER AGREEMENT:**

**SIGNED BY YOU AND YOUR PARENT/GUARDIAN**

1. **TEEN COURT PHOTO RELEASE FORM**

***Please keep the Teen Court Schedule for your records***

 ***\*\*\*\*Teen Court begins at 5:00 PM for ATTORNEY'S, SHADOW ATTORNEY'S AND BAILIFFS.***

***Everyone else needs to be at Teen Court by 5:30PM.***

***Only on 9/17/15 should all jurors be here at 5:15.***

***RULES & REGULATIONS FOR TEEN COURT***

1. **If you are summoned to appear, you must be here or *YOUR PARENT/GUARDIAN* must contact the office excusing you from attending. If you fail to appear three (3) times *WITHOUT* contacting the office, it will be considered as an “Unexcused” absence and you *WILL* be dropped from the program without question.**
2. **Proper Courtroom attire must be worn at ALL times. NO SHORTS, NO TANK TOPS, NO MIDRIFF BLOUSES, NO JEANS OF ANY KIND AND NO VERY SHORT SKIRTS OR DRESSES will be allowed at any time. PROPER SHOES/SANDALS – NO FLIP-FLOPS. GENTLEMEN: PANTS MUST BE WORN AT YOUR WAIST WITH SHIRTS TUCKED IN AND BELTS AROUND YOUR WAIST IF NECESSARY.**
3. **There will be NO talking allowed while Court is in session, please save any conversation with friends for “break time”.**
4. **Absolutely NO food, drink or chewing gum is allowed in the courtroom.**
5. **Only those students who are participating in the program will be allowed to attend Teen Court. You must have an application on file with the Teen Court Office and a permission slip signed by your parent or guardian in order to participate. This includes Bailiffs.**

 ***No exceptions will be made.***

1. **All students must stay in the building and are not allowed to leave without permission from the Teen Court Coordinator or until the session is over for the evening.**

**7. ALWAYS abide by the “*OATH OF CONFIDENTIALITY*”.**

TEEN COURT OF CHARLOTTE COUNTY

 VOLUNTEER AGREEMENT

As a member of the Charlotte County TEEN COURT Program, I understand and agree to the following conditions and responsibilities:

Members must serve the minimum of at least one school year in order to receive credit for this term.

The **conduct** of individual members must be consistent at all times with TEEN COURT’S purpose of promoting law abiding behavior; be compatible with common courtroom decorum; and always demonstrate respect for others and their right to privacy and confidentiality.

Members who **violate** the principles or rules of the TEEN COURT Program will be reviewed by the TEEN COURT Coordinator and the type of corrective action to be taken, including removal from the program will be administered.

Members shall abide by the dress code developed by the TEEN COURT Coordinator and in general will be neat, clean, and not be dressed inappropriately when appearing in courtroom proceedings. **Proper Courtroom attire must be worn at ALL times. (Please refer back to page 3, item #2).**

All members are required to participate in a training, observation, and the shadowing program as instructed by the TEEN COURT Coordinator before assuming any of the roles in the TEEN COURT proceedings.

Members are required to report for all hearings on the day and time summoned, otherwise the TEEN COURT Coordinator must be notified of their absence no later than the day of the hearing.

Members of TEEN COURT are obligated to do the following:

1. to participate in each case free of prejudice toward any other person's race,

 sex, religion, or natural origin.

(B) to attend each session with an open and objective mind;

(C) to disqualify his/herself if:

* they discover that they know the defendant.
* they are unable to objectively represent a client.
* they believe that they are unable to render a fair and impartial verdict as a juror.

**Teen Court is held on the 1st and 3rd Thursdays UNLESS INFORMED OTHERWISE**

 **ATTORNEY’S, SHADOW ATTORNEY’S & BAILIFF’S**

 **- 5:00 PM – 8:00 PM**

**JUROR’S & CLERK(S) - 5:30 PM – 8:00 PM**

**September 17, 2015**

**October 1, 2015**

**October 15, 2015**

**November 5, 2015**

**November 19, 2015**

**December 3, 2015**

**December 17, 2015**

# Teen Court for the remainder of the school year will be at the Justice Center

#  January 7, 2016

## January 21, 2016

**February 4, 2016**

**February 18, 2016**

 **\*\*March 10, 2016**

**\*\*March 24, 2016**

**April 7, 2016**

**April 21, 2016**

**May 5, 2016 – Last T/C**

 \*\*(2ND & 4TH Thursday of the Month **)**

 **FILL IN ALL THE BLANKS**

**2015-2016**

FOR OFFICIAL USE ONLY –

DO NOT WRITE IN THIS BOX

Position:

Years of Service:

Senior

 **CHARLOTTE COUNTY TEEN COURT**

**APPLICATION**

**Please Print Legibly**:

NAME:

 (FIRST) (MIDDLE) (LAST)

ADDRESS:

CITY: ZIP CODE:

PHONE NUMBER: DATE OF BIRTH:

SCHOOL:

WHAT ***GRADE*** WILL YOU BE IN THIS SCHOOL YEAR:

***LAST YEARS*** GPA OR GRADES:

PARENT/GUARDIAN:

EMERGENCY CONTACT IF DIFFERENT FROM PARENT/GUARDRIAN:

Relationship to Student Phone:

* HAVE YOU EVER WORKED AS A VOLUNTEER BEFORE? If yes,

please describe.

* HOW DID YOU HEAR ABOUT TEEN COURT?

* WHY DO YOU WANT TO PARTICIPATE IN TEEN COURT?

HOW MUCH TIME CAN YOU CONTRIBUTE TO THE PROGRAM EACH MONTH?

Circle one: 1 or 2 Nights

* HAVE YOU EVER COME IN CONTACT WITH OR HAD ANY EXPERIENCE WITH ANY LAW ENFORCEMENT AGENCY OR THE COURT SYSTEM? IF SO, EXPLAIN.

**I hereby certify the facts set forth in the above application are true and complete to the best of my knowledge.**

**Signature of Volunteer: Date:**

 TEEN COURT

 OATH OF CONFIDENTIALITY

The importance of honoring the **Oath of Confidentiality** cannot be overstated. The business of appearing in any court is a very personal matter. All aspects of a Teen Court session are confidential. Failure to respect the following **Oath of Confidentiality** will result in immediate dismissal from the Teen Court Program.

The **Oath of Confidentiality** below is required to be taken at the beginning of each Teen Court session by all in attendance:

**I SOLEMNLY SWEAR THAT I WILL NOT DIVULGE, EITHER BY**

**WORD OR SIGNS, ANY INFORMATION OR NAMES WHICH MAY**

**BE REVEALED TO ME IN THE COURSE OF A TEEN COURT SESSION,**

**AND THAT I WILL KEEP SECRET ALL SAID PROCEEDINGS FROM**

**THIS DAY FORWARD, SO HELP ME GOD.**

With my signature below, I affirm that I understand and will honor the **Oath of Confidentiality** from this day forward.

SIGNATURE OF VOLUNTEER DATE

 TEEN COURT OF CHARLOTTE COUNTY

 VOLUNTEER AGREEMENT

It is further agreed that the volunteer member of TEEN COURT and his/her parent or guardian, understand, agree, and promise to hold harmless, the Administrative Office of the Courts and it's employees, Charlotte County and it's employees, from any and all actions, or causes of action, or any claims whatsoever, which may arise out of participation in any activities of the TEEN COURT Program, including any coming and going.

JUVENILE’S NAME:

 PLEASE PRINT

 JUVENILE SIGNATURE

 PLEASE SIGN

PARENT/GUARDIAN NAME:

 PLEASE PRINT

PARENT/GUARDIAN SIGNATURE

 PLEASE SIGN

**TEEN COURT COORDINATOR’S SIGNATURE & DATE:**

# Teen Court Photo

# Release Form

I understand that my child,

may be photographed and those pictures may be used for publicity purposes at the discretion of the Teen Court Office.

 /

Parent/Guardian Printed Name Date Signature