

# Memo

**To:** Teen Court Participants  
**From:** Mrs. Andrea J. Williams, Program Specialist  
Juvenile Arbitration/Teen Court Program Coordinator  
**Re:** Applications for 2019 - 2020 School year

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Dear Student Volunteer:

- Read all instructions below
- **Application Deadline: Tuesday, September 24, 2019**
- First Teen Court Session: Thursday, October 10, 2019 at 5:15 PM at the Historic Courthouse located at 226 Taylor Street, Punta Gorda, Florida.
- Make sure all necessary documents are signed by Parents/Guardian and Student Volunteer
- **If this is your first year participating in Teen Court, you will begin as a Juror; no exceptions for your first 6 sessions.**
- Please return only pages 5 & 6 and keep the Teen Court Schedule (Page 4) with dates for yourselves.
- Please answer all questions carefully and return a **neat, complete and signed application** to:

**ADMINISTRATIVE OFFICE OF THE COURTS  
CHARLOTTE COUNTY HISTORIC COURTHOUSE  
226 TAYLOR STREET, SUITE 200, 2<sup>ND</sup> FLOOR  
PUNTA GORDA, FL. 33950  
ATTN: ANDREA WILLIAMS**

- Please note that this application is also on our website: [www.ca.cjis20.org](http://www.ca.cjis20.org)  
You can click into "Charlotte" then "Teen Court".
- **If you are accepted or denied into the program you will receive that information back in the mail. If you have not received any correspondence, but submitted an application please call 941-833-5430 by Friday, September 13<sup>th</sup> for an update and to make sure that an application was received in our office.**

## 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 at least 1 hour before Teen Court begins. If you fail to appear three (3) times **WITHOUT** contacting the office, each absence will be considered as an **“Unexcused absence”** and you WILL be dismissed from the Teen Court Program and will receive no credit for hours served. So please make sure you follow the instructions for calling in.
2. Proper Courtroom attire must be worn at ALL times. No shorts, no tank tops, no midriffs blouses, no jeans of any kind will be allowed at any time. Proper shoes or sandals must be worn and no flip flops are allowed. Gentlemen: pants must be worn at your waist with shirts tucked in and belts when 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.**
6. 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. No shorts, no tank tops, no midriiffs blouses, no jeans of any kind will be allowed at any time. Proper shoes or sandals must be worn and no flip flops are allowed. Gentlemen: pants must be worn at your waist with shirts tucked in and belts when necessary.**

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:

- (A) 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.

**2019 - 2020 Teen Court Schedule**  
**Dates are subject to change due to inclement**  
**weather or case load**

**USUALLY 2<sup>nd</sup> and 4<sup>th</sup> Thursdays**  
**(highlighted dates are not)**

**October 10, 2019**  
**October 24, 2019**

**November 7, 2019**

**December 5, 2019**  
**December 19, 2019**

**January 9, 2020**  
**January 23, 2020**

**February 13, 2020**  
**February 27, 2020**

**March 12, 2020**  
**March 26, 2020**

**April 9, 2020**  
**April 23, 2020 - Last T/C**

**FOR OFFICIAL USE ONLY –  
DO NOT WRITE IN THIS BOX**

Senior:        Y        N

**TEEN COURT OATH OF CONFIDENTIALITY, PHOTO RELEASE FORM & VOLUNTEER AGREEMENT**

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.

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.

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 its employees, Charlotte County and its 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.

**STUDENT VOLUNTEER'S NAME:** \_\_\_\_\_ **PLEASE PRINT**

**STUDENT VOLUNTEER'S SIGNATURE:** \_\_\_\_\_ **PLEASE SIGN**

**PARENT/GUARDIAN NAME:** \_\_\_\_\_ **PLEASE PRINT**

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **PLEASE SIGN**

**FOR OFFICIAL USE ONLY – Do not write in this box**

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

\_\_\_\_\_

☐ **ACCEPTED**

☐ **DECLINED - REASON:** \_\_\_\_\_