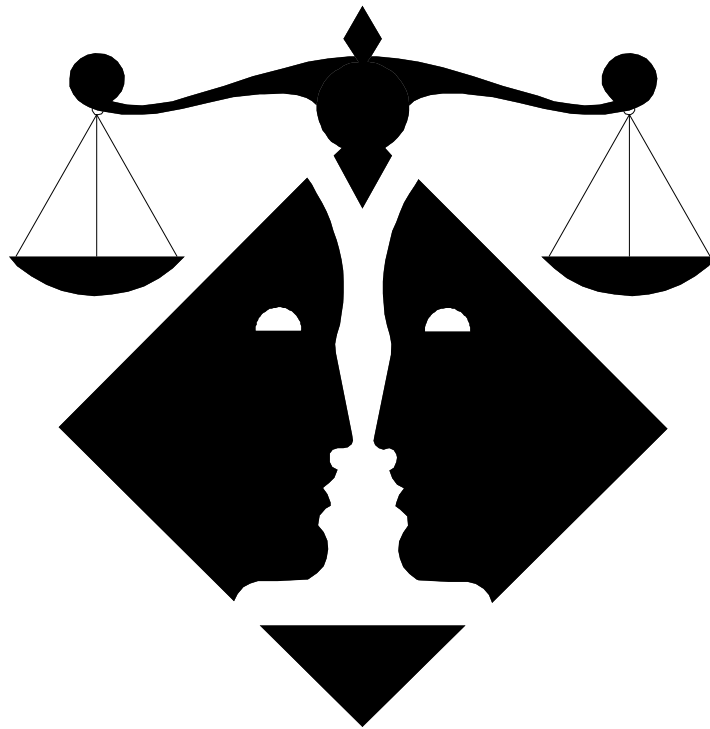


# Teen Court Bailiff Training Manual

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Collier County Courthouse  
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# **JOB DESCRIPTION FOR THE BAILIFF**

The Bailiff is an officer of the court who guards judges and jurors and has charge of defendants while they are in the courtroom. In Teen Court, the Bailiff is responsible for keeping order in the court; assisting the coordinator, escorting the defendant and family into the courtroom and witness rooms, announcing the judge, escorting the defendant and witnesses to the witness stand, and assisting the judge during the hearing.

***If you are going to take on the role of Bailiff, you must take this role seriously. You need to be responsible. You must set a good example. You need the volunteers and the defendants to look up to you and follow your directions. They will not do so if you act irresponsibly.***

***You will also get respect from the jurors if you show them respect. After the jury is seated, you should introduce yourself to them. When you are giving them instructions, do so in a respectful way. Do not be rude, communicate with them and you may find better results than just yelling at them.***

## **PROCEDURES PRIOR TO COURT:**

All Bailiffs must email me: [cfritsch@ca.cjis20.org](mailto:cfritsch@ca.cjis20.org) no later than 12:00 p.m. the day before Teen Court to inform me whether they are or are not coming.

Bailiffs need to arrive at 4:30 p.m.- **no later than 4:45 p.m.**

## **ROLES AND RESPONSIBILITIES:**

### **BAILIFF COORDINATOR:**

One Bailiff needs to coordinate the sign in/assignments.

Pick up the **red Bailiff Notebook** which is located in the top basket of the cart.

In the front pocket you will find a **BAILIFF SIGN IN SHEET AND COURTROOM ASSIGNMENT SHEET.**

You will note of the front page are the names of bailiffs that informed the coordinator they would be attending.

As the bailiff's arrive, have them **print** and **sign** their name on the Courtroom Sheet that **YOU** have assigned them. (They must sign this sheet in order to get credit for attending.) They then need to turn in their cell phones.

You will assign the bailiffs the following duties:

**CHECKING IN THE DEFENDANTS  
WITNESS ROOMS  
DRESS CODE VIOLATIONS  
LATE ARRIVERS  
MAIN COURTROOM PRIOR TO START OF SESSIONS  
COURTROOM SET UP- (at least one for each courtroom)  
ESCORT DEFENDANTS AND ASK JURY**

### **DEFENDANT CHECK IN:**

You need to be ready to do this role as soon as you get here.

You need to obtain your copy of the "**Scratch Docket**" from the coordinator or adult volunteer. It will list who the defense attorneys are on each case.

You need to know which witness rooms will be used and which defense attorneys are where. They should be assigned prior to court and the defense attorneys will have their names on the door.

The Bailiff assigned to check in the defendants should **stand right in front of the elevators.**

If you are checking one Defendant in and another one arrives, ask them to wait for you.

You do need to pay attention that some of the defendant's may have arrived before you went out. You need to check them in and have them sit in the appropriate places. **(no one else should be sitting on the benches, as the volunteers and defendant jurors need to remain in Courtroom "A").**

It is your responsibility to make sure the defendant and the defendant's families do not go directly into the courtrooms.

The Defendants and their families are to be here at 5:00 p.m. A good way to recognize them is that: (1.) They will have a parent or parents with them; and (2.) They will have a manila folder. You will also have their names on your clipboards so when in doubt please ask them their names.

Please direct them to sit on one of the benches in the hallway on the left hand side (away from the courtrooms) and then notify the defense attorney (s) on their case.

**Please be aware of other defendant's arriving while you are notifying the defense counsel that their clients are here. One bailiff should be responsible to the check in of the defendants, however, if you find you are swarmed all at once, you can ask another bailiff to assist you. Only one additional bailiff is necessary.**

Once all of the defendants have been checked in and their defense counsel has been advised, please turn in the "Scratch Docket" to the sign in desk and notify the coordinator that all defendants are accounted for.

Remain monitoring in the hallway.

## **WITNESS ROOM SIGNS**

One bailiff should be assigned to take care of the witness room signs.

The signs are located in the **Red Bailiff Notebook** in the front pocket.

They need to be placed NEATLY on the witness room door- secured with glue dots.

Make sure before you leave that the witness rooms signs are taken down and placed back in the **Red Bailiff Notebook** in the front pocket.

Also check each witness room- make sure they are clean and that the chairs are placed neatly around the table.

## **COURTROOM SET UP**

From the Teen Court cart, please pick up the **clipboards**, the **clerk's manual**, the **foreperson's manual**, and the **judge's manual** for your assigned courtroom.

Set up your courtroom.

**Hang the judge's sign** (you can obtain the tape from the clerk's notebook- please make sure you return it to the clerk's notebook.);

Place both the **judge's manual** and the **clerk's manual** on their appropriate desk.

**Bailiff's Clipboards and Mock Jury Clipboards** need to be placed on Finger Print Stand.

Once you have set up your courtroom please go out to your assigned area in the hallway. **Do not** linger and talk to the attorneys. They need to prepare for their case or cases and you need to be in the hallway to enforce the rules.

All volunteers and defendant jurors must remain in courtroom 4-A until the start of the trial.

The attorneys will be using courtrooms 4-B, 4-C/D and the witness rooms.

**ONLY** the defendants and their families are to be in the hallway outside the courtroom.

**It is your responsibility to enforce this.**

### **MAIN COURTROOM PRIOR TO START OF TRIAL**

At least one bailiff that is assigned to this courtroom should remain in this courtroom (provided that we have enough coverage in the hall.)

He/she will be responsible for keeping volunteers and defendant jurors in the courtroom.

He/she will also be responsible for keeping the volunteers and defendant jurors orderly.

He/she will be responsible for keeping the volunteers and the defendant jurors quiet while the coordinator is making the announcements and getting them ready to go to their appropriate courtrooms.

### **DRESS CODE VIOLATIONS**

One Bailiff will be assigned for dress code violations.

They are to sit at the end of the sign in table with the **COLLIER COUNTY TEEN COURT DRESS CODE VIOLATION FORM.**

As the volunteers and the defendant jurors come in, check to see if they are code appropriate. If not write their full name down on the form-list what is in violation.

Inform both the volunteer or defendant juror and the clerk that they will not be able to sit on the jury that evening and that they will not receive community service hours. If it is a defendant juror that is in violation- notify the coordinator or an adult volunteer. They must remain that evening, but their jury duty will be extended.

Once we are ready to start court, please give this list to the coordinator or put it in the designated folder.

### **LATE ARRIVERS**

One bailiff will be assigned to stand by the door of Courtroom "A" at 5:30 p.m. (This position may also be filled by an adult volunteer) There will be a special clipboard with the sign in sheet and Dress Code Violation Report Attached.

If anyone come in after 5:30 p.m., stop them at the door, check them in and also check to make sure they are not in dress code violation.

Tell them that they are to remain in Courtroom "A", they must sit in the back and that they will not get community service hours for that evening.

If this is a defendant juror, direct them to the coordinator.

### **ESCORT DEFENDANTS AND ASK JURY**

One Bailiff per courtroom should be assigned to escorting defendants and asking jury.

You are responsible for both Defendants (and their families).

At 5:50 **escort both defendants and families (for both cases!!!)** into the courtroom.

Once the defendants are in the courtroom **YOU** ask the defendant for the first and second case to stand in front of the jury panel and ask them if anyone knows on the panel. Then you ask the jury panel if they know the defendants.

If either the defendant or the jury "personally knows" each other then you remove that juror and place them in the Mock Jury. (If there is a mock jury- otherwise,

they will need to be placed in another jury. Defendant jurors must be on the jury.)

- Definition of “personally known”:
  - If you have seen them before, but have no contact with them, then they can sit on the jury
  - If you have had conversations with them- they can NOT sit on the jury
  - If they are on social media of any kind with each other- they can NOT sit on the jury.

**If you are removing a defendant juror, you FIRST need to check with the coordinator to make sure they are not a co-defendant in either of the other cases. If NOT then transfer them to another courtroom and verify that they do not “personally know the other defendant being tried.**

Only at last resort would a defendant juror sit on the mock jury.

#### **Deliberation-**

##### **First Case-**

Escort both defendants and their families to the **Assigned Witness Room.**

##### **Second Case-**

Only one defendant is left  
Escort Defendant and Defendant’s family to the Assigned Witness Room.

### **ANNOUNCER**

You will be the one that reads the script. Make sure you speak **LOUD AND CLEAR.**

Prior to the start of the trial you need to assign a foreperson and give them the Foreperson Notebook. **Remember they MUST be a Teen Court Volunteer, not a Defendant Juror.**

You must remain above the bar- not in the audience.

Duties will include: **(Please note if more than one bailiff you can divide equally between bailiffs.**

- Escorting the defendant to the witness box and have them stand and be sworn in by the clerk.

- Taking all documents from the attorneys and giving them to the judge.
- Moving the podium
- Observing the jury
- Taking Evidence from the attorneys and bringing it to the judge.
- Taking verdict form and giving it to the foreperson (**remind foreperson to keep pen in notebook**)
- Giving Mock Jury Clipboards
- Taking Verdict Form from Foreperson and giving it to the judge.

### **BAILIFF IN CHARGE OF MOCK JURY:**

Stay in the audience- do not go above the bar while court in session.

#### **Deliberation**

- Obtain Mock Jury Clipboards and pens
- You and the adult volunteer may separate audience into mock juries.
- Give each clipboard and pen to foreperson (**remind them to give the pen back**)
- Collect Mock Verdict Forms and put on your clipboard.
- Observe Mock Jury while deliberation they should be quiet.

### **CLOSING SESSION DOWN**

This will be a joint effort by all volunteers.

- Put the judge sign in the Judge's notebook (tape removed)  
Gather judge notebook, foreperson notebook (check to make sure pen is in it), and the clerk's notebook. Bind all three notebooks with a rubber band.
- Gather all clipboards- make sure you have six (4 bailiff and 2 mock).
- Bind all of the clipboards together with a rubber band.
- Take notebooks and clipboards and they go on the top shelf of the cart.
- Make sure chairs are put back where they came from.

### **DO'S AND DON'TS:**

Do not fold the tape back on the **JUDGES SIGNS**. Make sure you take the tape off and throw it away. You only need to use two **small** pieces of tape.

If you are the announcer- make sure you know how to pronounce the judges name. If you do not know, simply ask the judge and write it in a way you can correctly pronounce it on your docket. Please do not pause and say, "The



Honorable and then run to the judges sign. That is not professional and it actually is a dis-service to the judge.

Anytime a judge **enters or leaves the courtroom**, the bailiff needs to say **loudly - "ALL RISE"**

The bailiffs should **never, never** be **standing together**, or **leaning on something**.

Make sure the front and back of the jury is covered.

Make sure that you are in a position to escort the witnesses and move the podium.

Be aware if the judge asks for something (such as an exhibit from counsel) don't make the judge wait. Take it directly from them and give them to the judge.

Make sure you have the verdict form and marked exhibits and be ready to give them to the foreperson as soon as the judge leaves the room for deliberation.

After verdict is reached, make sure all parties are present and that the jury is ready before calling the judge in. **The judge should, never, never be kept waiting.**

Please review your procedures it is all written out, if you are not understanding anything let me know immediately.

## **Preparation for Court:**

Familiarize yourself with the docket on your clipboard paying attention to which cases will be heard in your courtroom and the order.

If you are the speaker, make sure you know how to pronounce the judge's name. If you do not, ask.

At 5:45 p.m. you need to return to courtroom 4-A. **This is when you need to start being in control of the courtroom!** The coordinator will begin to make announcements. Please make sure you and the other bailiffs maintain order in the courtroom. Once the coordinator starts to separate the jury, you need to proceed to your appropriate courtroom.

Ideally, it is beneficial to have two bailiffs for each courtroom, however, if you find you are the only one, you need to adjust to ensure all duties are covered and ask the clerks to help you.

Make sure the jurors are seated in the jury box with no empty seats between them. Advise them that there is no talking, no gum chewing, no making facial expression, and no laughing.

If a **Foreperson** has not yet been assigned, you choose a foreperson and give them the **Juror Manual** obtained from the clerk. (remember.... they **MUST BE A VOLUNTEER and NOT A DEFENDANT JUROR**).

You, the bailiff, are responsible for escorting all parties into the courtroom once it is time to start the trial. This includes the defendants, their families, the attorneys, **and the judge**.

**Attorneys:** Notify both attorneys (both prosecution and defense) that it is time to start the trial proceedings and they are needed in the courtroom.

**Defendants and their families:** Bring in both defendants and their parents (for your courtroom only) into the courtroom. Have the defendant for the second case and their family sit in the back and the defendant for the first case sit at the defense table and his/her parent or parents directly behind the defendant.

As soon as the jury has been seated and defendant has been brought to the defense table, ask the defendant, by name to stand and face the jury and ask if they know anyone on the jury. Then ask the jury if they know the defendant.

If defendant knows any of the jurors or if any of the jurors know the defendant, have the juror or jurors go into the mock jury- (Provided there is a mock jury. If not, they will have to go to another courtroom. If you do, you may have to take another juror from that courtroom and return it to yours.

**None of the courtrooms can start their trials until it is determined that none of the jurors know the defendant and vice versa.**

**Judge:** If the judge is not in the courtroom, please locate him and inform him that we are ready to begin the trial. **The judge should be called after all other parties are in the courtroom.**

**THIS MUST BE A COORDINATED EFFORT BETWEEN THE BAILIFFS, THE ADULT VOLUNTEERS, AND THE COORDINATOR.**

## **TEEN COURT BAILIFF SCRIPT**

- Ask the attorneys if they are ready to begin. Then ask the judge, if he says yes then.....

**IN A LOUD, AFFIRMATIVE VOICE SAY.....**

- ***ALL RISE.***
  - ***TEEN COURT IN AND FOR COLLIER COUNTY IS NOW IN SESSION.***
  - ***THE HONORABLE (full name of judge- pronounced correctly!!!!) PRESIDING.***
  - ***PLEASE BE SEATED AND OBSERVE ORDER.***
  - ***THERE WILL BE NO TALKING WHILE COURT IS IN SESSION.***
- When the Judge announces it is time to say the **OATH OF CONFIDENTIALITY** you again, in a loud and affirmative voice say:
    - ***EVERYONE PLEASE RISE AND RAISE YOUR RIGHT HAND FOR THE OATH OF CONFIDENTIALITY.***
  - You, the bailiff, will assist the judge upon his or her request during the case presentation.
  - Once the trial starts, the bailiff is responsible for **maintaining ORDER in the court**. You, the bailiff, should sit or stand across the room facing the jury. This is the time you observe and pay attention to the jury to assure that they are abiding by the rules of being a juror.
  - When a witness is called to testify, you escort them to the witness box. Say:
    - ***“WATCH YOUR STEP, AND PLEASE SPEAK INTO THE MICROPHONE.”***
  - Have them remain standing and face the clerk, desk. You say:

- **“PLEASE FACE THE CLERK, RAISE YOUR RIGHT HAND TO BE SWORN IN.”**
- Ask them to be seated.
- When they are finished testifying, you escort them back to their seats.
- When it is time for **Jury Deliberation** and the judge has already instructed the jury and audience, you say:
  - **ALL RISE.**
  - **TEEN COURT IS NOW IN RECESS FOR JURY DELIBERATION.**
  - **ANYONE NOT ON THE JURY PLEASE EXIT THE COURTROOM.**
  - **If you are the ONLY** bailiff in the courtroom, ask the defendant, the defendant’s family **AND** any other defendants and their families to **WAIT** for you, while you take the **verdict form and any other documents** from the clerk and give them to the foreperson.
  - Then escort the defendants and their families to a witness room. (if need be, they can be placed in the same witness room)
  - Return back to the courtroom. The bailiff must assure that **order** is maintained at all times during the deliberation. **DO NOT DISCUSS THE CASE WITH THE JURY. DO NOT SIT WITH THE JURY AND... MOST IMPORTANTLY DO NOT HAVE PRIVATE CONVERSATIONS WITH ANYONE IN THE JURY.** If the jury has a question pertaining to the trial, the judge should be consulted.
  - The **foreperson** will inform the Bailiff a verdict has been reached. The bailiff will then call everyone back in the courtroom **including escorting the defendants and their families.** After everyone is back in the courtroom, **then you bring in the judge!!! As he enters, you say:**
    - **ALL RISE.**
    - **TEEN COURT IS NOW BACK IN SESSION.**
- Upon instruction from the **judge**, the bailiff will pick up the **verdict form** from the **Foreperson** and will then give it to the **Judge.**
- After the **verdict** has been read, the Judge will then dismiss the case.
- If there is a second case.... the Bailiff will say:

- ***ALL RISE.***
- ***THIS CASE HAS BEEN DISSMISED.***
- ***WE WILL NOW TAKE A FIVE MINUTE RECESS AND THEN RETURN FOR OUR SECOND CASE.***
- At this time you will escort the defendant and the defendant's family to a witness room. The defendant and the defendant's family are **not to be left in the hallways** to co-mingle with the volunteer and defendant jurors.

**THIS RESPONSIBILITY IS YOURS!**

- After the recess, proceed with the second trial in the same manner as the first.
- After all court sessions are completed, the bailiff will remain and assist the coordinator to make sure the courtroom is in the same condition as it was before Teen Court started.

***Remember, your job is to maintain order. It will be really hard for you to enforce this is you are not acting in a professional manner.***