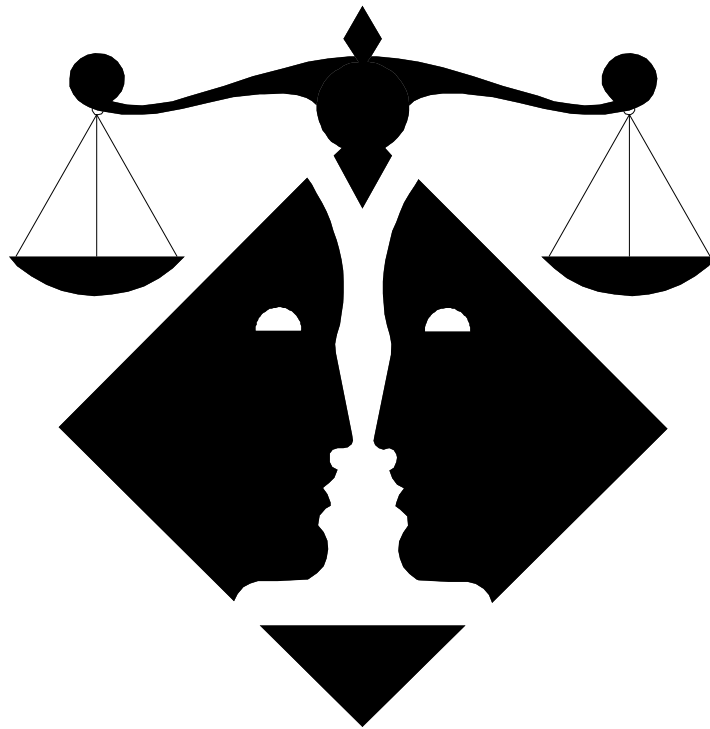


# TEEN COURT CLERK TRAINING MANUAL

Collier County Teen Court  
Collier County Courthouse  
3315 Tamiami Trail East  
Suite 506  
Naples, Florida 34112  
Tel: (239) 252-2756  
Email: [CFritsch@ca.cjis20.org](mailto:CFritsch@ca.cjis20.org)



# JOB DESCRIPTION FOR THE CLERK

The clerk is responsible for recording the business of the court proceedings. The clerk makes sure that all the appropriate papers are in each defendant's file. The clerk hands the judge the appropriate forms. When instructed to do so by the judge, the clerk stands and reads the verdict in a strong, clear voice.

## House Keeping Rules:

- Please do not laugh or make facial expressions. This is a serious matter.
- Please do not doodle or write on any of the paperwork in the manual or the cover.
- Please do not doodle or write on any of the court documents (docket or verdict form). These forms are returned to the Court File.

## Clerk's Procedures Prior to Start of Case:

- Place Judge Notebook on Judge's Bench. Remove Judge's Sign and tape in front of bench. **(This may also be done by your bailiffs, however you also need to know how to set up and take down the courtroom.)**
- Familiarize yourself with docket and verdict forms.
- Obtain correct spellings of Judge and Attorneys names.
- Mark Exhibits if asked.

## Clerk's Procedures During Trial:

- Stand when Judge enters Courtroom.
- Upon instructions from the Judge:
  - Read Case Number  
**(say: Case Number 10-000-CJA)**

- Read Case Style  
(say: **State of Florida vs. Name of Defendant**)
  - Read the Charge  
(i.e. **Petit Theft**)
  - Read the **complete Florida Statute including the Statute Number.**
  - Swear in witnesses (you should stand and also raise your right hand) Say:  
**(Do you swear or affirm to tell the whole truth and nothing but the truth)**
- Keep record on the trial docket. Please fill out form **COMPLETELY**: time trial began; full and correct spelling of prosecuting attorney(s), defense attorney(s), judge, bailiff(s), witnesses, **your full name**, along with co-clerks; and the time trial ended.
  - **Hand the bailiff the blank jury verdict form to give to the jury at the time of the deliberation.**
  - The Judge will review and sign the verdict form after jury deliberation. The Judge will then **hand you the verdict. You will then stand and read the verdict out loud in a strong and clear voice.** Begin with...

**IN THE TEEN COURT OF THE COUNTY OF COLLIER, FLORIDA  
WE THE TEEN COURT JURY, RECOMMEND THAT THE  
DEFENDANT (NAME), RECEIVE THE FOLLOWING  
SENTENCE.**

- As soon as the case is completed, hand the completed Court Docket, Verdict Form, and any Exhibits to the Teen Court Coordinator or Adult Volunteer. **This is important as the Coordinator, Adult Volunteers and Defendants are waiting for this information to complete their exit interviews..**
- At the end of the Teen Court session (evening). Collect your notebook (including your “office supplies) and the judge notebook (including papers and legal pad he/she may have taken out) and the Judge’s Sign and **Place in the top shelf of the Teen Court Cart. This should be a coordinated effort with the bailiffs.** Also, please notify the Teen Court Volunteer if you are low on your “office supplies”.

# CLERK CHECK LIST FOR SETTING UP AND CLOSING

## Prior to Court Session:

- Place Judge's notebook and tape judge's sign on bench. (*this may be done before you arrive by bailiff or coordinator*)
- Familiarize w/ docket and verdict forms.
- Check to make sure you have all your supplies. (You are to notify Coordinator when you see supplies are getting low.)
- Please do not mark on any documents in the Clerk's Notebook (i.e. Clerk Manual, Check lists)

## After Court Session:

- Collect yours, the foreperson, and judge notebooks and supplies.
- Return to top shelf of the Teen Court Cart.

*Important.....*

**DO NOT TOUCH OR MOVE CLERK'S COMPUTER, KEYBOARD.  
LEAVE DESK THE WAY YOU FOUND IT!!!!!!**

## CLERK'S "CHEAT SHEET" FOR TRIAL PROCEDURES

*(Please note you still need to read the Clerk's Manual.  
This is to be used just as a summary)*

### Upon Start of Court:

- Stand when Judge enters courtroom
- When directed by the judge:

- Read Case Number
- Read Case Style
- Read Charge
- Read Florida Statute
  
- Swear in Witnesses (you should be standing and also raise your right hand)
  - “DO YOU SWEAR OR AFFIRM TO TELL THE WHOLE TRUTH AND NOTHING BUT THE TRUTH”
  
- Completely fill out Court Docket
  - This should be done prior and during trial
  - *Full names, spelling, etc.* (Use Sign In Sheet located in back pocket of notebook)
  - *Make sure you have entered time started and time ended!!!!*

### When Jury Goes to Deliberate:

- Hand bailiff jury verdict. (Along with any marked exhibits)

### When Jury reaches verdict and court resumes:

- Read Verdict upon Judge’s instructions.

**IMMEDIATELY AFTER JUDGE DISMISSES CASE YOU NEED TO GIVE THE VERDICT FORM ALONG WITH THE COURT DOCKET AND ANY MARKED EXHIBITS TO THE COORDINATOR OR THE ADULT VOLUNTEER.**