

**COLLIER COUNTY TEEN COURT
COLLIER COUNTY COURTHOUSE
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TEEN COURT RULES AND PROCEDURES

(as of July 27, 2017)

PURPOSE:

This is a **DIVERSION PROGRAM** and it is run under the courts. Another words... it is **REAL!** You all play an important role in this program and for this reason you need to take this as a **serious matter**. This is for before, during, and after the trial!

WHAT IS TEEN COURT?

- It is a diversion program
- It utilizes high school volunteers to make up the court- they take on the role of Attorneys, Bailiffs, Clerks, and Jurors.
- Teen Court Trials are actually "Sentencing Hearings". The Defendant must admit to Charges to be eligible for a diversion program, therefore there is no question of guilty or not guilty.

WHO IS THE DEFNDANT IN TEEN COURT?

- The defendant is a first time offender who is eligible for a diversion program.
- If the defendant successfully completes Teen Court they will not have a conviction record.
- If the defendant does not complete Teen Court they are returned back to Juvenile court.

WHAT TYPES OF SANCTIONS WOULD A DEFENDANT BE LOOKING AT IF HE/SHE HAD CASE HEARD IN JUVENILE COURT?

PLEASE NOTE THIS IS THE MAXIMUM SANCTIONS THE DEFENDANT CAN RECEIVE, BUT NOT LIMITED TO, IN JUVENILE COURT:

- Up TO 6 months in DJJ
- Up to 300 hours of community service
- Probation or Court Curfew
- UP to \$2500.00 in fines
- Counseling or Classes
- Conviction Record

ADDITIONAL THINGS YOU NEED TO KNOW:

- The Parent of the Defendant must be present during the entire court trial.
- The Defendant has allegedly admitted guilt or they would not be eligible for diversion. Therefore, the Defendant cannot "change" his story on the stand.
- **CONFIDENTIALITY IS OF UTMOST IMPORTANCE**
- **IN PETIT THEFT CASES-** The defendant may have received a letter from a law firm requiring that they pay a \$200.00 Investigative Fee:
THIS IS A CIVIL MATTER AND DOES NOT HAVE ANYTHING TO DO WITH THIS CRIMINAL MATTER. The jury should regard any mention of this.

TEEN COURT VOLUNTEER AGREEMENT/RELEASE and VOLUNTEER INFORMATION:

The Teen Court Volunteer Agreement/Release and Volunteer Information can be obtained online at:

<http://www.ca.cjis20.org/home/collier/collteenct.asp>

The Teen Court Volunteer Agreement/Release must be read and signed by you and your parents.

The Volunteer Information must be filled out **COMPLETELY** and **LEGIBLE**. Put your full address (i.e. street, avenue, terrace, etc.) Include your Zip Code. **IMPORTANT..... include your email address.**

If you are unable to complete these forms online, please print and complete, and submit them to Carol Fritsch, Teen Court Coordinator by either by email, or mail.

If you do not turn this form in you will not get your hours and you will not be able to participate.

GENERAL INFORMATION:

ARRIVE ON TIME:

Attorneys need to be here **BY 4:30 P.M.**

Bailiffs should be here between **BY 4:30 P.M.**

Clerk's should be here at **4:30 P.M.**

Jurors need to be here **BY 5:30 P.M.**

If you are a juror and you arrive late, chances are you will not be on the first jury.

It is your responsibility to sign in during a break with the assigned adult volunteer.

SIGN-IN TABLE:

ONLY designated personal may sit at the sign-in table. If you have been designated to be a sign-in person make sure you follow the rules. Everyone else must sit **BEHIND THE BAR** once they have signed in and obtained their designated courtroom. The sign-in desk is **NOT** a place to socialize.

SIGN IN:

Should be the first thing you do... sign in on the Sign-In sheet and obtain your Jury Assignment. Pay attention to your Jury Assignment. It is not my or anyone else's responsibility to remind you. Also, if your name is not on the Sign-In Sheet whether I remember you being there or not, you will not receive community service hours.

REMAIN IN THE MAIN COURTROOM (UNLESS YOU ARE AN ATTORNEY OR BAILIFF) UNTIL IT IS TIME FOR THE TRIALS TO START. ABSOLUTELY NO WANDERING IN HALLWAYS.

UPDATED ADDRESS, PHONE NUMBER, OR EMAIL ADDRESS:

Please print clearly on line after your signature. This includes your email address if you omitted it on your application/information sheet. It is your responsibility to notify Teen Court of ANY address change. This goes for email addresses and phone numbers.

LEAVING BEFORE SESSION IS OVER:

If you leave before the session is over-make sure you sign-out. In each courtroom the Adult Volunteer has a sign-out form for you to sign before you leave. You must put the time that you leave next to your name. You will only be given community service hours for the actual time you attended. This form is also used for those of you who have come in late.

LEAVING THE BUILDING:

Once Teen Court session starts there is to be absolutely no going in and out of the building. Once you go out, you will not be allowed back in the courthouse.

You cannot leave in the middle of a trial, if you must leave early make sure you do it in between trials.

Do not use the "Annex Door" to leave the building (right across from Courtroom A on each floor). This is not an exit, it is an entrance to another building. Do not even try to open this door- **an alarm will go off if you do so.**

SERIOUSNESS AND RESPONSIBILITY:

You must take Teen Court and your role serious. This is not a game. You need to be familiar with not only the rules but the actual concept of what the Teen Court Program is. You need to know what a Diversion Program is. You need to know what the outcome would be if the defendant does not go through a diversion program. You need to be aware that the state would not give us these cases if they were unable to file on them (pursue the charges). If not, the case would have already been dismissed. **You need to have respect for the program, the courthouse, the system, each other and yourself.**

COMMITMENT: (referred to as "ARCH")

A is for **ACCOUNTABILITY**

SHOW UP on time and **COMMUNICATE** when you

can't attend.

R is for **RESPECT**

For the defendant, their parents, anyone associated with the offense. This also includes your fellow jurors, attorneys, bailiffs, clerks, and of course the judge.

C is for **COMPASSION**

For the victims, defendant, his family and everyone the crime has affected.

H is for **HONESTY**

Using only information that is gathered from active questioning honoring the oath of confidentiality.

DRESS CODE:

Must be observed. Please come dressed appropriately. Dress Code will be enforced. **IF YOU DO NOT ABIDE BY THE DRESS CODE:**

- **YOU WILL NOT GET COMMUNITY SERVICE HOURS FOR THAT EVENING AND WILL NOT BE ABLE TO PARTICIPATE ON THE JURY.**

Volunteers are expected to honor the following Dress Code:

Male Volunteers: Court demands respect. Dress Slacks, khakis, polo-type shirt or button-down dress shirt, Shirts must be tucked in and slacks belted at the waist. Dress Jeans allowed as long as presentable- no holes, no fraying, and not baggy. **NO SHORTS.** No athletic type clothing. No baggy clothing. Court is a place of serious business. Your dress should reflect conservative, respectful dress. It is important to be professional with you actions and your dress.

Female Volunteers: Court demands respect. Dress Slacks, khakis, skirts or dresses, blouses. No Midriff or cleavage should be exposed. No short skirts. **NO SHORTS, NO CAPRIS.** Dress Jeans allowed as long as presentable- no holes, no fraying, and not baggy. Please be conscious of tight fitting clothing. Court is a

place of serious business. Your dress should reflect conservative, respectful dress. It is important to be professional with you actions and your dress.

BEING ON TIME:

Jurors: you need to be there NO LATER than 5:30 p.m. We need to get you checked in and we will begin seating the jury at 5:45 p.m. If you are late, you will not be able to be on the jury for the first case and will have to wait until the second case. You will get community service hours for that case only.

Attorneys: Need to be there NO LATER than 4:30 p.m. If you are late your case will be assigned to another attorney and you can take on one of the other roles. It is not fair to make those that are on time and want to prepare for their case wait for you. It is also not fair to Teen Court when you signed up to be an attorney and then are not responsible enough to be there on time. You may be putting an added extra burden not only on Teen Court but also to your fellow attorneys.

CELL PHONES:

We had had problems in the past. **WHAT PART OF CELL PHONES ARE NOT TO BE USED DURING COURT PROCEEDINGS IS SO HARD TO UNDERSTAND???????????**

When you get your jury assignment you will turn your phone in. Please make sure it is turned off. A color coded tape will be placed on the phone and it will be placed in the appropriate courtroom's bag. It will be kept at the clerk's bench for safekeeping and can be picked up from the clerk (who will be standing in the hallway) after the completion of our Teen Court Session. **YOU DO HAVE ANOTHER OPTION..... IF YOU DO NOT WANT TO TURN YOUR CELL PHONE IN, DON'T BRING IT OR KEEP IT IN YOUR CAR!!!!**

IF YOU DID NOT TURN IN YOUR PHONE AND ARE CAUGHT USING IT, IT WILL BE TAKEN AWAY, AND YOU WILL NOT GET COMMUNITY SERVICE HOURS FOR THAT EVENING.

TRANSPORTATION ISSUES:

If you are being picked up, your ride must be here NO LATER THEN 7:45 p.m. We will no longer wait with you after 8:00 p.m.

BEHAVIOR AND ATTITUDE:

Attorneys:

- Make sure you conduct yourself in a professional manner at ALL times during the trial.
- Do not converse with the jury by speech or facial expressions.
- After the trial still maintain professionalism. No high-fiving or making comments regarding the defendants!

Jurors:

- You are to give the trial your full attention.
- No talking to other members of the jury during the trial.
- No laughing or making facial expressions.
- No sleeping or slouching.
- If you are doing any of the things mentioned above, there will be no warnings, the judge, bailiff, adult volunteer, or coordinator will interrupt the trial, pull you off the jury. You will lose community service hours for that evening.

PLEASE REMEMBER THAT THIS IS A SERIOUS MATTER AND SHOULD NOT BE TAKEN LIGHTLY. PLEASE CONDUCT YOURSELF ACCORDINGLY.

PLEASE NOTE THAT THE RIGHT TO PARTICIPATE IN TEEN COURT MAY BE REVOKED AT THE SOLE DISCRETION OF THE TEEN COURT COORDINATOR FOR VIOLATION OF THE PHILOSOPHY, PURPOSE AND RULES OF THE TEEN COURT PROGRAM.

SOCIALIZING:

Socializing is encouraged. Teen Court is a great way to meet new friends, it is a great way to socialize with your current friends, and it even benefits the defendants by giving them the opportunity to change their current peer groups. However, there is a time and a place to socialize. **During the trial is not one of them.**

Also, many of you do not stay for the entire Teen Court Session. An overload of homework is excusable; however, as mentioned many times before, we do need a commitment. We have been getting out early, so for those of you who leave early to socialize, please refrain from using Teen Court as an alibi to your parents.

VISITORS:

Visitors to Teen Court must be approved by the Teen Court Coordinator prior to the court session. Parents and Legal Guardians are permitted with the Teen Court coordinator's advance permission. Defendants may **ONLY** bring their parents or legal guardians to court.

REQUEST FOR SIGNATURES, LETTERS OF RECCOMENDATIONS, ETC.:

I will be happy to reply with your requests, however, I cannot take the time to do the above when I am busy getting the Teen Court session ready to start. If you need something signed, please come early, for any other request, please write it on your sign in sheet, call me, or email me.

COMMUNITY HOURS:

Earned Community Service hours will be printed in letter form several times during the year. If you need a letter at a particular time or for a specified period, you need to email me that request. **REMEMBER...** it is your responsibility to give your hours to your school.

ALL VOLUNTEERS NEED TO FOLLOW THE TEEN COURT RULES

You must set a good example. It is kind of difficult to have the Defendant and Defendant/Jurors follow the rules when the volunteers are not. This also includes Dress Code.

RULES AND PROCEDURES EVERYONE NEEDS TO KNOW:

- Jurors need to disperse to their appropriate courtrooms by 5:45 p.m.
- Jurors sit in Jury Box with no empty spaces between them.
- Bailiff is responsible for assigning a foreperson- **MUST BE A TEEN COURT VOLUNTEER AND NOT A DEFENDANT JUROR!**
- Bailiffs need to have **BOTH** defendants brought into the courtroom at 5:50 p.m. and ask both **JURORS** and **MOCK JUROR** if they know the defendants. Vice versa.
- **Please do not interrupt the coordinator/judge or adult volunteer when they are having a conversation with the parents or other volunteers. Please wait your turn.**

- While coordinator/adult volunteer is doing the exit interview, please do not walk up and start talking. Stay away from the area, this is a private conversation.

GENERAL RULES FOR ATTORNEYS:

PURPOSE:

The purpose of Teen Court is to teach responsibility and accountability of their crimes to juvenile offenders.

Beware of your commitment to abide by the laws. **You are a role model** for the defendants as well as other teens involved in Teen Court, so be serious and professional in your conduct at all times.

Punishment is not the goal of Teen Court:

Attorneys must work towards getting a constructive Sanction for the defendant so that the defendant can Improve their decision-making skills.

There is no winning a case in Teen Court:

Actually everyone wins in Teen Court. There is a person's live that is at stake so helping them to be a better person is the goal.

TREATMENT OF WITNESS AND FAMILY:

Destroying a student on the witness stand will not make them a better person. This applies to both prosecution and defense.

You as attorneys have the responsibility to bring out the facts of the case but **should never humiliate** a student defendant or parent. Do not ask embarrassing questions, or put anyone down in anyway.

Parents must always be treated with respect on and off the witness stand. There should be no sympathy ploys or false emotions encouraged by the student attorneys.

TREATMENT OF COURT PERSONNEL AND OTHERS:

- Treat all participants with courtesy whether a friend or a stranger to you.
- Never show disrespect to Judge, opposing side, or defendant.

- Control your emotions in and outside the courtroom.
- Do not appear superior.

PRIOR TO OUR TEEN COURT SESSIONS:

You will receive an email from the coordinator with a summary of ALL of the cases to be heard that week. Also included are any announcements or up-coming events.

Everyone must reply to email whether you **WILL** or **WILL NOT** be attending for that particular session.

You need to arrive BY 4:30 P.M. At that time you will be assigned your case or cases. We also need to have a charging conference, where you will rate all of the cases.

GENERAL, COMMON SENSE RULES:

- Once your notebook has been issued- it is your responsibility to take it home with you and bring it back each session.
- Please keep your pens in your notebook in the pen & pencil keepers- NOT LOOSE
- Do not take pages from you manuals out, If you do, you are responsible for putting them back. (If you are training a shadow- make sure they have their either their own manual or a borrowed manual).
- Make sure you leave the courtroom the way you found it. It is not right that the bailiffs have to pick up after you. This also includes **THE WITNESS ROOMS!**
- Do not throw case summaries or your notes in the garbage in the courtroom. They need to be placed in the shredding box. **CONFIDENTIALITY REMEMBER...**
- Make sure you leave the courtroom the way you found it. It is not right that the bailiffs have to pick up after you. And this also includes the "witness rooms"

BEING ON TIME:

Attorneys: Need to be there NO LATER than 4:30 p.m. If you are late your case will be assigned to another attorney and you can take on one of the other roles. It is not fair to make those that are on time and want to prepare for their case wait

for you. It is also not fair to Teen Court when you signed up to be an attorney and then are not responsible enough to be there on time. You may be putting an added extra burden not only on Teen Court but also to your fellow attorneys.

SIGN IN:

Please sign in immediately, refrain from socializing until cases have been assigned and everyone knows the ratings. If we have shadows, please wait until shadows get assigned before you proceed to prepare for your cases.

LEAVING EARLY:

You may have occasions that you cannot stay for the whole session. Obviously, you cannot leave in the middle of a trial, so if you do not feel that you can stay for the entire first trial, you may observe, but you cannot participate in any role.

Therefore, the best time to leave early is between the first and second case. Please check out with one of the adult volunteers if you choose to do so.

COURTROOM ETHICS:

- Be neat and conservative in your appearance and dress.
- Be alert and attentive in your work.
- Be serious and professional in your conduct at all times in the Courtroom.
- Be aware of your commitment to abide by the laws. **You are a role model** for the defendant as well as the other teens involved in Teen Court.
- Do not discuss case presentation and/or verdict in hallway or public areas.
- Prosecution and Defense Attorneys should **ALWAYS RISE** when the judge enters or leave the courtroom or when the Judge speaks to you or you speak to the judge.
- Defense Attorneys- make sure your Defendant stands when judge asks for introductions.
- Address the judge with respect as **"YOUR HONOR"**
- Always introduce yourself and **WHOM YOU REPRESENT**
- Always speak to the Judge or Jury **NEVER TO THE OPPOSING COUNSEL.**
- **Do not converse with the jury by speech or facial expressions.**
- Speak clearly and firmly so you may be heard without shouting.
- Display confidence in your questions to witnesses and remarks to the court.

- **DO NOT REACT TO THE VERDICT** in the courtroom or after the case. You must remain professional . If you have questions or comments speak to the judge or staff, do so **QUIETLY**.
- **DO NOT SPEAK TO THE JURY MEMBERS ABOUT THE CASE. CERTAINLY DO NOT "HIGH-FIVE" THEM OR MAKE ANY COMMENTS ABOUT THE JURY.**
- Prosecution should NEVER speak to the defendant, exception.... only to wish them Good Luck.
- Student attorneys must remember that they are only students. You are not a real attorney no matter how proficient you become as a student attorney.

DEFENSE ATTORNEYS:

- We cannot do a trial unless the parent is present and when you bring you client up to the defense table, the parent **MUST** sit right behind them. **NOT IN THE AUDIENCE.**
- Please have your client hand their parent stand during introduction and the reading of the verdict.

CASE PREPARATION:

Defense gets priority of the witness rooms! Prosecution should use the other courtroom if need be.

MITIGATING FACTORS:

Defense- quit bringing in factors that are not allowed (i.e. being handcuffed, brought to adult jail, \$200.00 investigative fee)

DEFENDANTS:

Defendant and their parents must be kept separate from our jurors. This should be a combined effort between you and the bailiffs.

Prior to Court:

Jurors need to remain in the main courtroom "A" until court starts. Defendants and parents will remain in the hallway or will be with the attorneys preparing for their cases.

Trial:

Defendant and parents on second case may come in courtroom and observe first trial.

During Deliberation:

Defendant and parents on both first and second case need to be escorted to a witness room either by the Bailiff or the attorneys.

When Verdict is reached:

Defendant and parents on both first and second case need to be escorted back to courtrooms **BEFORE** the judge is brought back in the courtroom.

If Break:

Defendant and parents (2nd case) need to go back to witness rooms and bailiff is to get them and escort them back to the courtroom when break is over.

Prior to all court sessions- bailiff's will assign one witness room for each court and both defendant's will be kept in that witness room.

Bailiff's will post a sign on each door and will collect them after session is over. Prior to court- Bailiff must make sure ample chairs are in each witness room.

Defense Counsel.... Know where your clients are at all times. Do not come to the Defense table without them!

VERDICT:

Please pay attention when verdict is read. Make sure it is correct and that the number of words for essays are given.

CLEAN UP:

Please clean up after yourselves. If you move **ANYTHING**, Please make sure you put it back.

DISPOSING OF OLD CASES, NOTES, ETC.:

It is important that you do not throw your old paperwork (cases, notes, etc.) in the wastepaper basket. Remember this is juvenile court and all documents must be shredded.

There will be a box in the cart. Only put such documents in the box. They are not to be placed in the top of the cart.

GENERAL RULES FOR CLERKS:

You need to email the coordinator no later than 12:00 noon the day of the trial if you will or will not be attending. We will try to make the schedule ahead of time. You need to arrive early by 4:30.

SIGN IN TABLE:

The Clerks with the help from the Adult Volunteers are responsible for "manning" the Sign-In Table, however, if an adult volunteer is not available you will be responsible to the entire sign in procedure.

The Bailiffs and Clerks have their own Sign In Sheets- they are located in their respective Notebooks. There is one sign in sheet for Attorneys and Attorney Shadows, and one sign in sheet for the jurors.

The Sign In Table is divided into two stations-

1. Station #1- the actual sign in; and
2. Station #2- the jury duty assignment/ phone check in.

Station #1- The Actual Sign In:

This is the beginning of the sign in procedure. Materials needed:

1. The Juror Sign in Sheet
2. The Defendant Juror Sign in Sheet
3. The Compliance Folder
4. Teen Court Volunteer Manuals

Station #2- Jury Duty Assignment/phone check in:

This is where the juror finds out what courtroom he/she will be in. This is where they are told to remain in the main courtroom until they are told to go to their assigned courtrooms. This is also where they surrender his/her phones.. Materials needed:

1. The Jury Lists for each courtroom

2. Colored tape and bags for each courtroom

Check-in for Court Personnel:

Attorneys, Attorney Shadows, Clerks, and Bailiffs all have their own sign in Sheets.

Attorney and Attorney Shadow Sign In Sheet should be placed on the table next to their case summaries.

Bailiffs and Clerks Sign In Sheets are in the Bailiff and Clerk Notebooks.

You, as the check-in person, are only responsible to collect and label their phones.

If they are going to be on the jury for one of their cases, you then would need to assign them a courtroom and add them on the jury list.

Check-in for Jurors:

The juror needs to be identified if they are:

1. An existing volunteer
2. A defendant Juror
3. A new volunteer

Defendant Juror:

- **THEY DO NOT SIGN IN ON THE SIGN IN SHEET.**
- You check them off on the: **Jury Duty (Defendant) Schedule Report.**
- If their name is **highlighted** on the **Jury Duty (Defendant) Schedule-** There should be a **notation** on that sheet. Advise them of that.
- You need to let the coordinator or adult volunteer know if any of the Defendant Jurors are not present prior to closing down the sign in table.
- **Send them to the next part of the sign in table- Station #2 (Jury Assignment/phone check in)**
 - Their name should be typed on a specific jury list. Please do not change courtrooms as they may have co-defendants.
 - Tell them what courtroom they have been assigned to.
 - Tell them to make sure they **remember their courtroom assignment.**

- Make sure you tell them they are in the jury box on **BOTH** cases.
- Tell them they must remain in this courtroom until they are dismissed to go into their appropriate courtrooms.
- **They cannot go into the hall.**

Volunteer:

- Have them sign the sign in sheet. (Station #1)
 - Tell them to proceed to the next table (Station #2).
 - You assign jury rooms-
 - Make sure you distribute evenly between the 3 courtrooms
 - Make sure you tell the Volunteers if they are:
 - Either on jury both time
 - On Jury First Case- Mock Jury-second case
 - On Mock Jury First Case- Jury-second case
 - You take the phones, ask them to make sure they are off and put them in the appropriate bag according to their jury duty.
 - You pass out all hand-outs for the evening if applicable.
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- **We only need 3 clerks at the sign in table or 4 if we do not have an adult volunteer. If so the 4th clerk:**
 - **Has the jurors sign in the Juror Sign-In sheet**
 - **Checks the Defendant Jurors Off the Defendant Juror List**
 - **Make sure only jurors sign Sign In Sheet (if other court**
 - **Personnel need to sign in you make sure they do so on the appropriate sheet)**
 - **Collect completed sanctions turned in by the Teen Court Defendant Jurors- make sure they have their names on it and place them in the Yellow Compliance Folder**
 - **Hand out Teen Court Volunteer Manual to new members**
 - **Tell them it needs to be filled out completely including email address and Release Agreement needs to be signed by parent and volunteer.**
 - **Collect completed Applications**
 - **Make sure it is signed by both volunteer and**
 - **Parent.**
 - **Make sure email address is included.**
 - **Make sure complete address is included.**
 - **Place them in the Yellow Compliance Folder**

New Volunteers:

- Have them sign in on the sign in sheet (blank page).
- Give them **TEEN COURT VOLUNTEER PACKET**.
- Assign them courtroom same as volunteer.

Sanctions:

If anyone wants to turn in Sanctions make sure their name is on them and place them in the **COMPLIANCE FOLDER**.

Completed Applications:

- If anyone wants to turn in their applications, make sure they are signed by both volunteer and parent.
- Also make sure they have completely filled out the information sheet **INCLUDING EMAIL ADDRESS**.

You along with the bailiffs are responsible for running the courtrooms.

You along with the bailiffs are responsible for making sure that all of our Teen Court "stuff" is not left in courtrooms and to make sure the courtroom is in the same condition it was before we came.

JUDGE SIGN:

If you remove it from bench in the evening, please do not bend tape on sign, remove tape and throw it out.

DOCKETS:

- **The Clerks are the keeper of the records.**
- The Docket must be filled out **COMPLETELY!**
- **Use full names, Use Sign In Sheet for COMPLETE and CORRECT Names of all parties.**
- **Important... START AND ENDING TIMES**
- Please make sure it is neat, no doodling on the page, this goes into the court file. **AND.... I must be able to read it!!!**
- At end of each trial, complete all paperwork and hand the docket, verdict and any exhibits to myself or the adult volunteer in your court ASAP. We are waiting on you!

PRIOR TO TRIAL:

Check to make sure you have **ALL** of your appropriate paperwork (dockets and verdicts for each case)

Read your docket, if you need help pronouncing a word, ask me or an adult volunteer—also one of the attorneys might be able to help you.

DURING THE TRIAL:

- Please stand when reading the docket, speak **LOUDLY, SLOWLY AND CLEARLY**.
- Please stand when swearing in the witnesses.
- Please stand when reading the verdict, speak **LOUDLY, SLOWLY AND CLEARLY**.

WHEN GETTING READY FOR JURY TO DELIBERATE:

- Do not just walk out of the room.
- You need to make sure you give the Verdict Form along with **ALL MARKED EXHIBITS** to the Bailiff.

AT THE END OF EACH SESSION:

- At end of each trial, complete all paperwork (make sure you put the ending time on the Court Docket) and hand the docket, verdict and any exhibits to myself or the adult volunteer in your court **ASAP**. We are waiting on you!
- **The jury lists remain in your notebook!**

RETURNING PHONES:

Assign one clerk to hand out the phones.

(Bailiff's may also help, but remember, this is a clerk's responsibility)

Please take the bag of phones out in the hallway and have the recipients form a peaceful line.

Make sure all phones are returned to the proper person.

IF THERE IS A PHONE OR PHONES LEFT OVER, YOU CANNOT LEAVE IT ON A BENCH! YOU NEED TO EITHER FIND THE PERSON, OR GIVE IT TO ONE OF THE ADULT VOLUNTEERS OR THE COORDINATOR.

GENERAL RULES FOR BAILIFFS:

COMMITMENT:

The role of the bailiff is a VERY responsible one. This is not a role that you show up at the last minute and decide to be one. One must shadow a trained bailiff for at least one time before they can be a bailiff. Bailiffs need to be here no later than 4:30.

You should email the coordinator no later than 12:00 noon the day of the trial if you will or will not be attending. We will try to make the schedule ahead of time.

- Need to arrive early (4:30 - 4:45).
- Decide which bailiff is going to be the coordinator- it may be on a first come basis.

SIGN IN:

- Sign In on the appropriate Bailiff Sign In Sheet.
- Get your courtroom and duty assignment from the bailiff coordinator
- Turn your phone in to the Clerk to be placed in the correct courtroom bag.

DEFENDANT CHECK IN:

If you are the designated bailiff to be in charge of checking in the defendants:

- Obtain copy of Attorney Scratch Sheet from the Coordinator.
- Be out in the hallway, in front of the elevator by 5:00 pm.
- Introduce yourself, ask the defendant and parent to sit on the benches on the left hand side (farthest away from courtrooms).
- Tell them you will notify their attorney that they are here and they will be with them shortly.
- Notify the Defense Attorney Only that their client is here.
- Prior to going to the elevator, please check to see that a defendant did not arrive early. If so, please check them in, instruct them to take a seat on the appropriate side of the hallway. Then notify the defense attorney that the client is here.

WITNESS ROOM SIGNS:

- If you are the designated bailiff to be in charge of the witness room signs you need to be the one that puts them up and **TAKES THEM DOWN**.
- You only need to use a small amount of tape to put them up.
- When taking down: Please, please do not fold the tape over the sign. Throw the used tape in the trash!
- Put the signs back in the notebook- by securing the signs in the three ring binders.
- Make sure there are at least 5 or 6 chairs in the witness room and they cannot be taken out for the courtrooms.

The remainder of the bailiffs need to be in the hallways making sure the volunteers go directly in the courtroom and not in the witness rooms with the attorneys, or just wandering the halls.

At 5:30 p.m. all but one bailiff (who remains in the halls for late comers) needs to be in the main courtroom to help maintain order and to get everyone ready to get to their courtrooms. Once the jurors are instructed to go to their assigned courtrooms, the bailiffs for each courtroom should also be in their assigned courtroom. Make sure all jurors are seated properly. (no empty spaces). If one has not already been assigned, assign a foreperson. (remember, they must be a volunteer, who has been here more than once and they can not be a defendant juror).

At 5:50 p.m. the bailiff that has been assigned to escorting the defendants is responsible for bringing the defendants and their families for both cases to their courtroom. The attorneys must comply and they cannot ask for more time. Bring the defendants up to the jury to determine if we have a fair jury. If Mock Jury you need to also ask them. If there is a Mock Jury for the evening- make sure they stand and get sworn in with the regular jury.

Make sure you say "ALL RISE" when the judge enters or leave the bench!

PRIOR TO DELIBERATION:

The assigned Bailiff will take **ALL DEFENDANTS AND THEIR FAMILIES TO THE ASSIGNED WITNESS ROOM**. They will immediately return to their courtroom.

The assigned Bailiff will take the verdict form along with any exhibits from the clerk and hand them to the foreperson. If there is a mock jury or juries, the assigned bailiff will take the clipboard along with a pen and give it to the foreperson in the mock jury.

DURING DELIBERATION:

Bailiffs are to remain in the courtrooms to maintain order. They are **NOT** to talk for the jurors, and they are **NOT** to voice their opinions.

Bailiffs are not to be "hanging out in a group".

Bailiffs are not to sit on the tables.

Bailiffs are not to "flick" the microphones.

CLOSING SESSION:

Both bailiffs and clerks are responsible for closing down the court room.

Judge Manual-

- Legal pad -back pocket
- Judge Sign (w/o tape.... **DO NOT FOLD TAPE OVER ON SIGN**)- front pocket

Clerk Manual-

- **Sign in Sheet** (for correct spelling of names)- back Pocket
- **Pens, Exhibit Labels, scotch tape, etc.** - back in pouch

Foreperson Manual-

- **Jury Manual-** Back Pocket
- **Pen** -Front Pocket

Clipboards-

6 (2 for mock and 4 for bailiffs) for each courtroom
Should be rubber banded with Clerk and Judge Manual

Defendant/Witness Room Sign:

Assigned Bailiff is responsible for taking all Witness Room Signs down.

Take Tape off (do not fold tape over sign- take off and discard.)

Clip all 3 signs in the Bailiff's Notebook.

GENERAL RULES FOR JURORS:

As a juror- you sit in jury box, listen to the facts about a case and decide the respondent's consequences.

You are to give the trial your full attention. No talking to other members of the jury during the trial. No laughing or making facial expressions. This is a serious matter- conduct yourselves accordingly.

You are hearing and deciding a real case and it is important to the offender and the community that you take your job seriously. If you are not willing to give the case and the other jurors your full and respectful attention, please asked to be excused.

DELIBERATION:

- Should take no more than 15 minutes.
- It is important that only one person talks at a time.
- You have to base your decision on that particular case and only the testimony of the defendant and witnesses and the exhibits marked can be taken into consideration.
- Do not talk or make your decision on personal experiences.
- When voting it is important that you put your hand up high so the foreperson can take count easily.

SANCTIONS:

- Please avoid giving the same sanctions over and over again
- No Apology Letters- not effective- however, they can be incorporated in an essay.

GENERAL RULES FOR FOREPERSON:

OATH:

- Please read it LOUD and CLEAR so EVERYBODY can hear and understand you.

DELIBERATIONS:

- It should not take more than 15 minutes.
- As the Foreperson, it is your responsibility to keep track of the time.

EXHIBITS:

- If you have been given ANY exhibits that are to be PUBLISHED TO THE JURY, make sure you either pass them around or read them LOUD and CLEAR before you begin deliberation.

IN CHARGE:

- You are in charge of the jury- you need to be professional!
- You need to keep the jury in order- one person talks at a time.
- Keep them on track- don't go off on tangents- you only have 15 minutes.
- You need to make sure everyone is participating.
- **DO NOT AUTOMATICALLY ASK MINIMUM OR MAXIMUM-** This makes absolutely **NO SENSE!** You need to start deliberation with a short discussion first please!!!
- **Refer to Jury Manual Page 13-** "Things to Keep in Mind During Deliberations"
 - Intention
 - Remorse
 - Learning
- Make sure you comply with the case ratings.
- Make sure decision is unanimous.
- Make sure the jury is not making "rushed" decisions just to get out. **The same sanctions over and over means no one is paying attention to that individual case.** By doing this, you and the jury are dis-servicing the defendant. They are not learning a lesson and unfortunately they will more than likely be back in the court system basically because of your verdicts.

VERDICT FORM:

- Make sure verdict form is filled out completely AND NEATLY. (The clerk, judge and the coordination must all be able to read it!!)
- Make sure you feel in all the blanks. Do not "circle" community service hours and jury duties.
- When entering "Additional Sanctions" check the appropriate box or put "1". Then on the lines write: Essay- # of words- and title of the essay (ie. Essay- 1000 words- How To Choose Friends)

ADDRESSING THE JUDGE:

- When the judge speaks to you- refer to him as "YOUR HONOR", of even "JUDGE" not just "yea"