



205 Lloyd Street, Suite 103 Carrboro, NC 27510
Office: (919) 967-4511 Fax: (919) 967-4540

Orange County Teen Court Youth Volunteer Application

Name: _____

School: _____ Grade: _____ Age: _____

Email: _____ Cell: _____

Race: _____ Gender: _____

Parent/Guardian 1: _____

Home: _____ Cell: _____ Work: _____

Address: _____

Email: _____

Parent/Guardian 2: _____

Home: _____ Cell: _____ Work: _____

Address: _____

Email: _____

What position would you like to volunteer for? (Rank in order of preference)

_____ Prosecuting Attorney

_____ Defense Attorney

_____ Bailiff

_____ Clerk of Courts

_____ Juror



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Orange County Teen Court Youth Volunteer Application

How did you hear about Teen Court? _____

What made you decide to volunteer with Teen Court? _____

What are you hoping to get out of this experience? _____

Teen Court is held on the first and third Monday nights of each month at 6:30 PM. Are you involved in any activities that may conflict with this? _____

We are always looking for new volunteers. Is there anyone who you think may be interested in volunteering with Teen Court?

Name: _____ Phone: (____) _____ Email: _____

Name: _____ Phone: (____) _____ Email: _____

****Please do not forget to have your recommender send in their recommendation!****

Empowering YOUth to make a difference



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Youth Volunteer Agreement

As a member of the Orange County Teen Court Program, I understand and agree to the following conditions and responsibilities:

1. Volunteers must agree to **serve at least one year and participate in at least 75% of activities** (seniors wishing to become involved in the spring are exempt or unless otherwise approved by the Teen Court Coordinator).
2. Volunteers will attend a training program for certain roles.
3. Volunteers **must observe at least one case before participating as a volunteer.**
4. Members will be removed from serving if they are philosophically incompatible with the program's purpose or are in breach of confidentiality. This **includes disrespecting anyone** involved in the Teen Court program.
5. Members are required to ensure that in addition to holding the youth accountable, special attention is given to community responsibility and to the victim.

Confidentiality Oath:

I solemnly swear or affirm that I will not divulge, either by words or signs any information which comes to my knowledge, in the course of a Teen Court case hearing and that I will keep secret all said proceedings which may be held in my presence.

Dated the _____ day of _____, _____.
(Day) (Month) (Year)

Volunteer

Parent 1

Parent 2

Teen Court Coordinator



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Teen Court Liability Waiver

I, _____, as the parent/guardian of _____, (Teen Court participant) hereby agree to allow him/her to participate in VFY's Orange County Teen Court Program. IT IS FURTHER AGREED AND UNDERSTOOD, that as a condition of participation in the Teen Court Program, I promise to hold harmless Volunteers for Youth, its Teen Court coordinator, employees and volunteers, any school in Orange County and its employees, duly authorized law enforcement officers in any municipality in Orange County, and any community service agency or individuals, from any and all actions, causes of action, or any claims whatsoever, which may arise out of participation in any activities of this Teen Court Program, including any coming and going. Dated this _____ day of _____ 20__.

Parent/Guardian Signature: _____

Printed Name: _____

Please list at least two emergency contacts below:

1. _____
Name Relationship

_____ Home Phone Cell Phone Address

2. _____
Name Relationship

_____ Home Phone Cell Phone Address

3. _____
Name Relationship

_____ Home Phone Cell Phone Address



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Referral Methods

Referrals to Teen Court may be taken from each of the following:

- Juvenile Court Intake
- Judge/District Attorney
- School Resource Officers—Middle and High Schools
- Police and Sheriff Departments

The Teen Court referral process begins with the referral source explaining the Orange County Teen Court Program to the youth and his/her family the basic tenets of the Teen Court Program, including the requirement of an admission of guilt. If the youth and family are interested in this diversion option, the referral source must help them to complete a simple referral information sheet and give the youth and family a brochure about the program. The referral is then mailed, faxed or hand-delivered to the Teen Court coordinator, who schedules the family for an intake appointment. The Teen Court Program is explained in more detail, and the youth and family are given the opportunity to ask questions and opt out of the program if they are no longer interested in Teen Court. The process ends with the case being scheduled for court.

Those youth and families whose cases are determined not to be suitable for Teen Court or youth, who choose not to pursue Teen Court, will have their cases returned to the referral source for further action.

Teen Court is a completely voluntary alternative to juvenile court.



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Offenses Appropriate for Teen Court

There is an expectation of strong lines of communication between the referral sources, Teen Court coordinator, and the court system. Teen Court will only consider first time misdemeanor offenses. The following have been set forth as recommendations of appropriate Teen Court referrals:

Misdemeanors:

- Larceny
- Possession of alcoholic beverages/drugs
- Possession of stolen property
- Intimidation or Harassment
- Trespassing
- Affray/Communicating threats
- Assault with no serious injury
- Possession/Use of false ID
- Possession of weapon on campus

Offenses that **will not be considered** for Teen Court:

- Sexual assaults
- Violent assaults or acts resulting in serious injury or death
- The sale or delivery of controlled substances
- Gang violence or hate crimes
- Any offense where the juvenile has serious mental or emotional difficulties
- Any offense committed by the youth that resulted in a failure by the youth to complete either a Teen Court or Juvenile Court sentence



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Sentencing Possibilities

Level I Offenses

<u>Offense:</u>	<u>Mandatory Sanctions:</u>
Affray	Jury Duty Sessions (1-3)
Disorderly Conduct	Community Service Hours (6-15)
Trespassing	
Other	

Level II Offenses

<u>Offense:</u>	<u>Mandatory Sanctions:</u>
Communicating Threats	Jury Duty Sessions (3-5)
Concealment of Merchandise (less than \$200)	Community Service Hours (16-25)
Misdemeanor Assaults	
Misdemeanor Larceny (less than \$200) –including shoplifting	
Possession of Stolen Property (less than \$200)	
Price Switching (less than \$200)	
Property Damage (less than \$200)	
Resist, Delay and Obstruct a Law Enforcement Officer	
Other	

Level III Offenses

<u>Offense:</u>	<u>Mandatory Sanctions:</u>
Misdemeanor Assaults	Jury Sanctions (3-7)
Misdemeanor Breaking and Entering	Community Service Hours (26-45)
Possession of Stolen Property (more than \$200)	
Misdemeanor Larceny (more than \$200) –including shoplifting	
Possession of Alcohol	
Possession of Drug Paraphernalia	
Property Damage (more than \$200)	
Simple Possession of Marijuana (less than ½ ounce)	
Other	

Optional Sanctions:

- | | |
|--|--|
| • Educational Seminars | • Recommendation for counseling or treatment |
| • Restitution | • Tutoring |
| • Written Essays (2 pages) | • Peer Mediation |
| • Letter of Apologies (victim, parent, or other) | • Observance of district court |
| • Curfews | • Other appropriate and approved sanctions |

*Regardless of the level of severity of the offense **all** defendants have three months to complete **all** sanctions*

Teen Court Job Descriptions

BAILIFF

1. Meet with judge and Teen Court coordinator prior to court to get instructions.
2. Help the judge keep order in the court. That is, to be attentive, and if noise or disrespect is shown in court, to quietly go to the offending persons, and address the problem; or ask to approach the bench and inform the judge.
3. When court is about to begin alert the judge by knocking on his door.
4. When the judge first enters the courtroom, to say:

"ALL RISE. THIS COURT, IN AND FOR THE COUNTY OF ORANGE, IS NOW IN SESSION, THE HONORABLE _____ PRESIDING. BE SEATED AND COME TO ORDER."

5. After the judge charges the jury, to lead the jury to the jury room and hand the Jury Verdict Form to a member of the jury. Then to stand or sit near the jury room, and remind the jury to calm down if they become too noisy. The jury generally informs the bailiff when the verdict is agreed upon. The bailiff, then informs the judge, and leads or directs the jury back into the courtroom and back to the jury box.
6. After the jury Foreperson has read the sentence, take the verdict form from him/her and hand it to the clerk.



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Teen Court Job Descriptions

COURT CLERK

1. Meet with Teen Court coordinator to receive docket cases and clerk records forms.
2. Check with bailiff so that everyone is ready to go. Call jury list and check that all jurors are present.
3. Enter courtroom and take seat to the right of the judge in the clerk's box.
4. Stand and swear in the jury. Have all jurors stand and raise their right hands as you ask the following:

"DO YOU SOLEMNLY SWEAR OR AFFIRM THAT YOU WILL OBJECTIVELY WEIGH THE ISSUES IN THIS CASE AND RENDER A SENTENCE ACCORDING TO THE EVIDENCE AND GUIDELINES OF TEEN COURT?"

5. Stand and swear in any witnesses. Have the witness raise his/her right hand as you ask the following:

"DO YOU SOLEMNLY SWEAR OR AFFIRM THAT THE TESTIMONY YOU ARE ABOUT TO GIVE WILL BE THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH?"

6. Make sure the signatures of the judge and jury foreperson are on the court sentencing form.
7. Return the clerk form to the Teen Court coordinator.



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Teen Court Job Descriptions

DEFENSE ATTORNEY

1. A defense attorney is an advocate for the defendant. The defendant should be represented in the best possible light. While the defense attorney must zealously seek to help his/her client, he/she must never misrepresent the case. To prepare the case, the defense attorney should be familiar with the aggravating and mitigating circumstances.
2. The defense attorney will have the opportunity to meet with the defendant and prepare his/her case. The defense attorney will be allowed to make an opening statement. The defense attorney will interview the defendant to learn the circumstances surrounding the offense. The defense attorney does not encourage the defendant to change his/her story in hopes of a lighter verdict, but stresses that the defendant must remain true to the facts. At this time, the defense attorney should also familiarize the defendant with the hearing proceedings.
3. Once the hearing has started, and the jury has been sworn in, the defense attorney should introduce himself/herself at this time (and introduce colleagues, if any).
4. Be sure to recommend a sentence as a part of the closing argument.

Teen Court Job Descriptions

PROSECUTING ATTORNEY

1. A prosecutor has the responsibility to seek justice and to advocate for a verdict based on the severity of the offense.
2. The prosecuting attorney will prepare for the case. The prosecutor will be provided with a summary sheet giving facts regarding the particular case to be heard.
3. After the jury has been sworn in and the case is called, the prosecutor begins by giving an opening statement. The prosecutor should introduce himself/herself and (colleagues) if any. In the opening statement, the prosecutor should state the defendant's offense and cite the appropriate Illinois Statute. The prosecutor will let the court know what he/she intends to provide and why he/she plans to advocate for a harsh verdict.
4. Next, the prosecutor will question the defendant (direct examination). The questions should be relevant to the offense and should elicit responses that justify the prosecutor's verdict recommendations. Questioning can include why the defendant committed the offense, or that the defendant was the one who started the fight.
5. Following direct examination by both attorneys, the prosecutor will have the opportunity to cross-examine the defendant on the testimony already brought out through direct examination.
6. Lastly, when the questioning of the defendant is completed, the prosecutor will give a closing argument to the jury. It should be organized and supported by the evidence. The prosecutor can point out the reasons why he/she would like the jury to recommend a particular verdict.
7. Be sure to recommend a sentence as a part of the closing argument.

Teen Court Job Descriptions

JUROR

1. Check in with the Teen Court coordinator and put on your badge (if available).
2. Look at docket sheet to see if there is a defendant with whom you feel there may be a conflict (anyone that you would know).
3. Follow the instructions of the bailiff assigned to your jury.
4. Do not visit with other jurors.
5. Listen attentively to the attorneys' questions and the Defendant' s answers.
6. When it is time to retire to the deliberation room, follow your bailiff.

IN THE DELIBERATING ROOM:

1. Jury quickly appoints a foreman. A new foreman will be chosen for each case so all jury members will have the opportunity to serve in this capacity. The Foreman will lead deliberations. Use the Jury Sanctions Chart. The Foreman will record the decisions of the jury on the Jury Verdict Form.
2. The jury foreman will be responsible for conducting the deliberation session, writing the consequences and pronouncing sentence on the Defendant in the courtroom.
3. Remember, jury members are only dealing with information, which was put forth in the court session. Personal knowledge of the Defendant and what they have or have not done should not be brought up or considered in deliberations.
4. What about the believability of the witness? You will need to consider their demeanor when testifying, their character, their degree of remorse and any consistent/inconsistent statements made by them. You also need to consider the extent of their ability or willingness to recollect or communicate their testimony, and their attitude toward the case.



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Teen Court Job Descriptions

JUROR PARTICIPATION

As a juror on the Teen Court, you will have an opportunity to participate in a very important part of your democracy --- jury duty. You are required to base your sentence upon the evidence as you hear it in court and upon the law as the judge instructs you in it. You are obligated to perform honestly and conscientiously, without fear or favor.

QUALIFICATIONS OF JURORS

Jurors must be 13-18. An exception is made for defendants who return as volunteers after the completion of the requirements of their sentence.

INTEGRITY OF JURORS

In discharging your duties as a juror, conduct yourself in such a way that no one can question your uprightness. You are a judicial officer through your participation in TEEN COURT and must not arouse the distrust of the most suspicious.

In case of any questions regarding the trial, the Judge should be consulted. The Judge is always ready and available to determine all questions of law pertaining to the case.

GENERAL INSTRUCTIONS TO THE JURY

You are advised that you will retire to the jury room and first select a foreman from your group. You will then proceed with determining the sentence recommendation that you will make to the court regarding this offense. You are instructed that the verdict of the jury must be unanimous. When you have completed your deliberations and are ready to return to the courtroom, please give your jury report to the bailiff.

PLEASE RETURN THIS SHEET TO THE COURT

THE RESULTS OF YOUR DELIBERATION WILL BE KEPT CONFIDENTIAL UNTIL ANNOUNCED IN COURT. YOU WILL NOT DISCUSS THIS CASE WITH ANYONE DURING OR AFTER THE TRIAL. THANK YOU.



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Rules & Expectations for Youth Volunteers

Participating in Teen Court as a volunteer is an important form of community service, because you are helping other students who have violated the law be held accountable for their actions in a constructive way that will let the offenders have a second chance to have a clean record without a delinquent or criminal conviction.

This type of community service benefits the community and also gives you the chance to develop new skills. In order to be a Teen Court volunteer, you must agree to abide by certain rules. Some of these rules are necessary so that we can continue to hold Teen Court in the Orange County Courthouse. The rules are also important because they help uphold your responsibilities as a volunteer. As a volunteer, you are a role model, and Teen Court depends upon you following these rules. Be serious about your role in Teen Court and conduct yourself in a professional manner.

The staff of Orange County Teen Court Program thanks you for your time, time is precious and we are thankful for your time.

1. Be neat and clean in your appearance. See dress code on page 13 for further information.
2. Treat each case individually and objectively. Be fair do not show prejudice.
3. Treat all Teen Court Participants with equal courtesy and respect, whether a friend or a stranger. Refrain from negative comments or gossip about anyone.
4. Arrive on time. If you are an offender, clerk, bailiff, or attorney report to the Teen Court Coordinator by 6:30pm in the appropriate courtroom. Jurors and observers please arrive no later than 7:00pm, 6:45pm is preferred.
5. It is important to show respect in Court- no talking, socializing or laughing in the courtroom. We want defendants to take the proceedings seriously, so you should too.
6. Address the judge with respect as “Your honor” or “May it please the Court.”
7. If you are assigned a case or a role in a Teen Court hearing, remember everyone is depending on you to be there and to be prepared. If you cannot attend, please let the Teen Court Coordinator know, as soon as possible, so that he can find a replacement.
8. You must have permission of your parent guardian to participate in Teen Court.



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Dress Code for Teen Court

Dress for success. Court is a formal and serious place that commands respect from all who participate in its proceedings. Therefore, the following dress code is observed:

Everyone

- ~ No belly shirts, tanks or halter tops allowed
- ~ No short skirts or shorts
- ~ No sagging pants or ripped jeans
- ~ No inappropriate writing on t-shirts
- ~ No sweats or jerseys unless coming from sports practice

Males- polo and jeans or nice pants

Females- nice jeans or pants and a shirt

Defendants

- ~ Shirts must be tucked in
- ~ No jeans or t-shirts

Male- button down collared shirt and khakis/slacks with a belt

Female- nice dress or slacks and a blouse

Attorneys

- ~ Shirts must be tucked in
- ~ No athletic shorts

Men- nice jeans or pants and a sweater or collared shirt

Women- appropriate sundress; skirt, pants, or dark jeans and a blouse

Please treat Teen Court with the same respect that you would any other court. If you fail to abide by the dress code you will not be able to participate in Teen Court. Teen Court is a wonderful opportunity for volunteers and offenders. Please do not let something like violations of the dress code prohibit you from participating. Thank you in advance for your cooperation.

Remember you only get one chance to make a good first impression for the jury, so be sure to make the most of your opportunity in front of the judge