



**Alachua County Sheriff's Office**  
**Teen Court Program**  
**Post Office Box 5489**  
**Gainesville, Florida 32627-5489**  
**Phone 352.367.4125 Fax 352.374.1809**



## **Student Volunteer Information and Application**

The Alachua County Sheriff's Office Teen Court Program helps hundreds of adolescents in our community turn their lives around each year. Our success is due in part to the dedication and hard work of our volunteers. Attached please find information about our program and the rules we must follow while at the courthouse. Please read the information carefully and return the attached form to Teen Court Staff as soon as possible. Thank you in advance for your participation. If you have any questions, suggestions, comments or concerns, please feel free to contact Teen Court staff.

### **Meeting time and location:**

Teen Court meets on Tuesday afternoons from 4:00pm until 7:00pm on the first floor of the Alachua County Criminal Justice Courthouse located at 220 South Main Street in Gainesville. Please view our website at <https://acso.us/teen-court/> to view the current month's calendar to verify court dates.

### **The following rules are in place and will be strictly enforced:**

- Be respectful to Teen Court staff and volunteers, the courthouse personnel, defendants and their families.
- Abide by the Teen Court Dress Code.
- In the courtroom:
  - There will be no food, drinks, candy or gum in any of the courtrooms.
  - Only the Teen Court staff, clerk, and court security are allowed behind the clerk's desk and the judge's bench.
  - Do not put your feet on the furniture or sit on the tables.
  - No running, shouting or roughhousing. Other Courts are in session and you must not disrupt any proceedings going on in the building.
  - Once court begins there is to be no talking and you are to remain in your seat.
  - Do not leave the courtroom while court is in session.
  - After signing in you must remain in the courtroom.
- Do not discuss any Teen Court case after court with anyone.
- Failure to comply with any of these rules at anytime will result in you being asked to leave. If we have to ask you to leave, you will not get credit for your jury duty or community service hours.
- Teen Court participants may not leave the courthouse property until their parents pick them up. No one will be permitted to enter the courthouse after 5:00pm. Therefore, parents must meet their children outside the courthouse if they arrive after 5:00pm. Parents should pick up their children no later than 7:00pm in front of the courthouse.

### **Teen Court Dress Code:**

- Please wear long pants/skirt, a collared shirt or blouse, and closed toe shoes.
- Shirts must be tucked in at all times and pants must be worn at the waist.
- **NO** shorts, **NO** capris, **NO** short skirts, **NO** hats, **NO** tank tops, **NO** midriff shirts, **NO** low-cut shirts, **NO** sleeveless shirts, **NO** flip flops, and **NO** sagging pants.
- Volunteers who are not dressed appropriately are not allowed to participate and will be asked to leave the courthouse.

<b>Olivia Hollier</b>	<b>Teen Court Coordinator</b>	<b>352.367.4125</b>	<b>email: <a href="mailto:ohollier@alachuasheriff.org">ohollier@alachuasheriff.org</a></b>
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**Positions & Corresponding Responsibilities:**

- **Jurors** must decide appropriate sanctions based on the number and type of offense(s). Jurors may render their verdict based on attitude of the defendant, testimony presented, and any mitigating circumstances presented during trial. At the close of trial, the jury will be given a sentencing guideline to aid in the jury deliberation process. Teen Court juries also are given the opportunity to question the defendant prior to the close of the trial. The questions must be related to the defendant's charge(s), attitude in court, prior criminal history, prior school discipline or mitigating circumstances presented during trial. Each juror must ask at least one meaningful question.
- **Clerks** must announce the case name and case number at the start of each trial, read the police report to the jury when prompted by the Judge to do so, and accurately record the sentence as read by the jury foreperson.
- **Attorneys** either represent the defendant or the State of Florida during Teen Court trials. In order to participate in Teen Court, defendants must have already admitted to being guilty as charged. Therefore, in the traditional courtroom, each defendant is represented by defense attorneys who present the mitigating circumstances surrounding the charge(s) to the jury. In turn, prosecuting attorneys, representing the State of Florida, confront the defendants' motives and their degree of sincerity. Attorneys must be comfortable speaking in public and must hold themselves to a higher standard of behavior. Also, attorneys must dress appropriately. In addition to the standard Teen Court dress code, attorneys may not wear jeans and must wear a collared shirt or blouse. For gentlemen a necktie is recommended.

**If you would like to volunteer, please detach and return the following form to Teen Court staff the first time you volunteer. No appointment is necessary. Check the Teen Court calendar at <https://acso.us/teen-court/> and attend any Tuesday night Teen Court is in session.**

Volunteer Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Nickname: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

**I have read the attached Volunteer Information Form and agree to abide by the rules and dress code.**

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Volunteer Signature: \_\_\_\_\_

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