

**Send Application to:**

125 Oxford Outer Loop Rd.  
Oxford, NC 27565  
Phone: 919.603.1350  
Fax: 919.603.0268  
tpjones3@ncsu.edu



**Please check one:**

New Volunteer  
 Renewal

**2022-2023 YOUTH VOLUNTEER APPLICATION**

**Date of Application:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**YOUTH INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M  F  Race: \_\_\_\_\_

Name of School: \_\_\_\_\_ Grade (school year 22-23): \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street Number

City

Zip

Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Youth Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Youth Email: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION:**

Parent/Guardian: \_\_\_\_\_ Relation: \_\_\_\_\_

Parent/Guardian Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**Why are you interested in Teen Court?**

**Please check positions in which you are interested (may be more than one).**

- Jury Duty** Listen to presentation of cases; determine discipline
- Clerk** Arrive early for check-in; call each case in court; oversee handling of paperwork for judge
- Bailiff** Arrive early to help with “traffic control,” open court; be responsible for jury; maintain order
- Prosecuting Attorney\*** Attend training, represent State’s interest during proceedings; arrive early to review cases; suggest appropriate sentence in case you represent (8<sup>th</sup> and up)
- Defense Attorney\*** Attend training, represent defendants in cases assigned to you; call your defendants prior to court; arrive early to review paperwork AND meet personally with defendant prior to court; suggest appropriate sentence in cases you represent (8<sup>th</sup> and up)
- Court Reporter** Responsible for observing the court case and providing an accurate report of the proceedings
- Courtroom Artist** Provide a sketch of the courtroom proceedings
- Victim Advocate** Work closely with the victim and support them in the court process
- Social Media Assistant** Support the development and management of content for our website/social media accounts
- Check-In Assistant** Assist check-in support volunteer with the check-in procedures on court night

*\*Usually serves as an assistant to a regular attorney, prior to having full responsibility for cases.*

**ALL APPLICANTS** are expected to: Participate in any required training; carry out judges’ instructions; insure confidentiality of hearings; treat ALL participants with RESPECT; and follow all Teen Court rules-dress code, professionalism, etc.

## **Important Volunteer Information - Please read carefully!**

### **Schedule Changes/Notification**

In order for Teen Court to operate, we RELY on our volunteers to participate when called to do so. In the event an unforeseen circumstance arises and you will not be able to attend court after being sent a summons, we need notification IMMEDIATELY to find a substitute for you. If you are called to attend Teen Court and fail to show up or fail to give us adequate notice on 2 or more occasions, you may be removed from the program. You will be provided a calendar of our scheduled events and court nights at the beginning of the program. If you know of any dates on which you will be unable to attend in the future, please notify us as soon as you can so you will not be scheduled to attend that evening.

I agree to attend all teen court sessions when I am sent a summons AND/OR agree to give adequate notice if I cannot attend:  AGREE  DO NOT AGREE

### **Sports/Extracurriculars**

Please remember that if you sign up for sports or extracurricular activities please call or email the Teen Court staff so that we can temporarily remove you from rotation. This leaves you in good standing with the program and allows you to come back when your schedule permits.

### **Teen Court Schedule**

Court will be held promptly at 6:00pm on Tuesday evenings (2<sup>nd</sup> and 4<sup>th</sup>) (unless otherwise indicated on the calendar); all participants will need to check in **no later than 5:45pm**, at the Granville County Courthouse.

### **Weather Policy**

We follow the GCS policy for cancellation of school and community activities/events. If Granville County Schools are closed for the day, or have early release due to weather, **court is canceled for that evening.**

**\*\*PARENT READ AND SIGN\*\***

**Permission for Videotaping and/or Photographing**

On occasion, we videotape or photograph for training and/or advertisement purposes. Please read the following agreement and sign below if you agree to have your child in these photos.

“I consent to the videotaping and/or photographing of my child during sessions of the Granville County Teen Court and its release to be used for education and advertisement by Granville County Teen Court. I release Granville County Teen Court and NC Cooperative Extension and each and all persons involved from any liability connected with the taking, recording, or publication of said court session.

I waive all rights I may have to any claims for payments or royalties in connection with use of these materials regardless of the purpose of such broadcasting. I have fully informed myself of this consent, waiver of liability, and release before signing it.”

**Parent/Guardian Signature:**

**Accept:** \_\_\_\_\_

**Decline:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**GRANVILLE COUNTY TEEN COURT**

**CONFIDENTIALITY AGREEMENT/  
USE OF ELECTRONICS AGREEMENT**

I solemnly declare that I will keep confidential any information that comes to my knowledge in the course of a Teen Court case presentation and that I will not identify directly or indirectly, either audibly or in writing, any person participating as a respondent in the Teen Court program.

I further declare that I understand, and agree to adhere to, the ban of the use of ALL electronic and communication devices in the courtroom. I understand that all electronic and communication devices must be turned off prior to entering the courtroom and may not be turned on or accessed in any way until court has adjourned.

I understand that any breach of this agreement on my part will result in my dismissal from the Teen Court Program and that any community service hours that I have accrued for the current Teen Court session will be forfeited.

**Date:** \_\_\_\_\_

**Volunteer Name: (Print)** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_

**Granville County Teen Court  
COVID Waiver of Liability**

On behalf of myself, \_\_\_\_\_ and my minor child, \_\_\_\_\_, I hereby give permission for my child to participate in Granville County Teen Court related activities. This includes training, hearing nights, workshops, retreats, and any other related activities. My child and I are familiar with, and knowingly and voluntarily accept, any and all risks associated with participating in the Granville County Teen Court program. I acknowledge that my child's participation in person is wholly voluntary and is not required by the program.

I specifically assume all risks and hazards associated with my child's participation at a community service site, including but not limited to the risks associated with the COVID-19 virus. I understand that precautions will be in place but my child will be associating with other adult and youth volunteers.

I certify that my child is in good health, has no fever, and has no current issues that make it unsafe for my child to participate in the Teen Court program. I will notify the program and not send my child to Teen Court related activities if my child develops a fever or illness, tests positive for COVID-19 or has been in contact with someone diagnosed with COVID-19.

I hereby for myself, my heirs, executors, administrators, indemnify and hold harmless from and against any and all claims, demands, damages, actions, suits, debts, liabilities and loss, he/she may have against Granville County, North Carolina, the 4H BEST Program and employees and volunteers of the Granville County Teen Court Program for any and all causes which may arise while \_\_\_\_\_ is in placement in the program for an injury; illness, accident or loss suffered by said person which may be the result of his/her participation, carelessness or negligence.

I attest and verify that I have read the following release for participation in the Granville County Teen Court Program.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Parent/Guardian

## Students and Parents!

Please carefully read all of the information provided in your Volunteer Packet. By signing this Volunteer Application you agree to the following:

- I have read and agree to abide by the Teen Court Dress, Conduct and Behavior Code. I understand that I will not be permitted to participate in court for the evening if my attire does not comply with the Dress Code.
- I understand that I will sign and be bound by the Teen Court Confidentiality/Use of Electronics Agreement. I further understand that if I am found to have broken the Confidentiality/Use of Electronics agreement, I will be dropped from the Teen Court Program, forfeit my accrued volunteer hours and mandated to appear before Granville County Teen Court.
- I understand that Teen Court volunteers are responsible for their own transportation.
- I understand that I am volunteering for the School Year session that runs from September 7, 2022 through June 28, 2023.
- I understand that **if I am a new volunteer**, that I must be available to attend the Mandatory Training Session (no exceptions!). Please see the calendar to verify the next training date.
- I understand that Teen Court runs from 6:00 p.m.-8:15pm, and I am required to attend the whole session, unless excused by the Coordinator.

I have read the information about Teen court and agree to participate as a Teen Court Volunteer. I agree to follow all rules and regulations of the Teen Court program. I further understand that all Teen Court Volunteers are required to keep cases CONFIDENTIAL.

**Student Volunteer Signature:**

I have read the information about Teen court and am allowing my child to participate as a Teen Court Volunteer. I understand that we, as parent(s)/guardian(s) are invited to attend the Teen Court Sessions with our child. I further understand that all Teen Court Volunteers are required to keep cases CONFIDENTIAL.

**Parent/Guardian Signature:**

When application is completed mail or fax signed original to:

Granville County Teen Court  
125 Oxford Outer Loop Road  
Oxford, NC 27565  
Phone: 919-603-1350  
Fax: 919-603-0268

**Thank you for your interest and you will be contacted by the Teen Court office with further information.**





**\*\*\*PLEASE KEEP FOR YOUR RECORDS\*\*\***

**CHECK US ON FACEBOOK/TWITTER OFTEN!!**

For up-to-date information always check the website at: [www.granvillecountyteencourt.com](http://www.granvillecountyteencourt.com), like us on facebook @granvillecountyteencourt, or follow us on twitter @grancoteencourt.

**DRESS CODE AND CONDUCT, BEHAVIOR**

These rules and guidelines apply to respondents as well as all volunteer participants in the courtroom. It is important to remember that you are participating in a court of law and that your manner of dress and your conduct must display the proper respect for the court.

**DRESS CODE – Strictly Enforced! You must adhere to avoid being sent home.**

<b><u>YOU CAN WEAR.....</u></b>	<b><u>YOU CANNOT WEAR.....!!!!</u></b>
<ul style="list-style-type: none"><li>● Dress pants, nice shirts, or blouses</li><li>● Collared shirts – polo or golf type shirt</li><li>● Ladies may wear dresses or skirts of acceptable length</li><li>● Appropriate shoes</li></ul> <p><b>Note: Coats/jackets/sweatshirts must be left in your seat in the courtroom gallery. They cannot be worn when you are in the jury box.</b></p>	<ul style="list-style-type: none"><li>● No jeans of any kind! NO EXCEPTIONS!</li><li>● No T-shirts!</li><li>● No hats!</li><li>● No shorts or cut-offs!</li><li>● No flip-flop shoes!</li></ul> <p><b><u>LADIES!</u></b></p> <ul style="list-style-type: none"><li>● NO TANK TOPS/SPAGHETTI STRAP shirts or other sleeveless spandex shirts!</li><li>● No bare midriffs – shirt and pants/skirts must meet!</li><li>● No spandex leggings or yoga pants unless worn under a skirt no shorter than your fingertip when arms are by your side.</li></ul>

**CONDUCT and BEHAVIOR**

<b><u>YOU MUST....</u></b>	<b><u>YOU CANNOT....!!!!</u></b>
<ul style="list-style-type: none"><li>● Arrive at courthouse by 5:45 to check in</li><li>● Be courteous and respectful to all participants</li><li>● Always pay attention to the court proceedings</li><li>● Speak clearly and loudly</li><li>● Keep your voices down in the jury deliberation room</li><li>● Always address the judge as “Judge _____” or “Your Honor”</li><li>● Remain in the courtroom once a hearing has begun.</li><li>● Refrain from facial expressions, nodding/shaking your head or conduct that might indicate your agreement/disagreement with the court proceedings.</li></ul>	<ul style="list-style-type: none"><li>● <b>ALL electronic and communication devices are to be turned off prior to entering the court in the courtroom.</b></li><li>● <b>Cannot do homework or other work in the courtroom or jury deliberation room!</b></li><li>● <b>Cannot carry on private conversations in the courtroom or deliberation room!</b></li><li>● <b>Cannot display anger or lose your temper!</b></li><li>● <b>Cannot bring food or drinks to court!</b></li><li>● <b>Cannot chew gum in court!</b></li></ul>

