



Alachua County Sheriff's Office
Teen Court Program
P.O. Box 1210
Gainesville, FL 32602-1210
Phone (352) 367-4125; Fax (352) 384-3328



Volunteer Information Form (revised 09-01-09)

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 jurist, attorney, clerk, and bailiff volunteers. The Alachua County Court Administrators' Office has asked for our help in balancing the needs of the courthouse personnel with the needs of the community. Therefore, the Teen Court Staff is providing our volunteers and their families with important information about our program and the rules we must follow while at the courthouse. Please read the following information carefully and return the attached form to one of the 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 Jason Holthus, Teen Court Coordinator at 352-367-4125 or Cara Evans, Assistant Teen Court Coordinator at 352-367-4129.

Meeting Times and Locations

Teen Court meets on Tuesday afternoons from 4:15pm until 7:15pm on the 2nd floor of the Alachua County Family and Civil Justice Center (courthouse next to public library) located at 201 E. University Ave. Teen Court also meets once a month, during the school year, at Newberry High School's Academy of Criminal Justice, located at 400 SW 258th St., Newberry, FL.

Please view our website at www.alachuasheriff.org/programs/ to view the current month's calendar or call 352-367-4125 or 352-367-4129 to verify court dates.

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

- (1) Dress appropriately: No shorts, capris, mid-riffs, mini-skirts, tank tops, flip-flops, hats, or bandannas. Volunteers not adhering to the dress code will not be allowed to participate yet may observe the proceedings to receive one (1) hour of community service credit. Teen Attorneys as well as those volunteers wanting to shadow attorneys may not wear jeans. Shirts must be tucked in and jeans/pants must be pulled up to your waist at all times.
- (2) Please arrive no later than 4:15pm if you are serving as a jury member. Attorneys are required to arrive no later than 4:00pm in order to prepare for their case(s). After signing-in you must remain in one of the courtrooms on the 2nd floor. If you need to change your clothes, please do so before signing in on the 2nd floor.
- (3) Those volunteers wanting to serve as attorneys must serve on juries for at least 2 weeks, attend attorney training, and then shadow a senior attorney.
- (4) Defense attorneys are responsible for assisting their defendant(s) and families throughout the entire night. Attorneys must know where their defendant is at all times and ensure that all parties to the case are in the courtroom.
- (5) Courtroom decorum must be maintained at all times. Failure to comply will result in you being asked to leave, and you will not get community service credit. If this happens more than once, you will be asked to volunteer elsewhere.
- (6) Remember that there are other courts in session and that we are guests in the courthouse. No running, shouting or roughhousing will be permitted.
- (7) Be respectful to the courthouse staff, coordinators, bailiffs and adult volunteers. Be respectful to the defendants and their families. Most importantly, be respectful to each other.
- (8) Only the Teen Court staff, clerk, bailiffs, and adult volunteers are allowed behind the clerk's desk.
- (9) Attorneys, please remember to return all of your Teen Court materials to the Teen Court Staff after your cases are finished.
- (10) Volunteers are required to wait directly in front of the courthouse with the Teen Court Staff and Deputy Sheriff until they are picked up by their parents. Teen Court typically ends at 7:15pm. Parents should arrive no later than 7:15pm to pick up their children in front of the courthouse.



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Volunteer Information Form (revised 07-29-09)

Please detach and return the following form to the Teen Court Staff as soon as possible

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 would like to volunteer as a Teen Court (circle as many as you wish)...

Juror Clerk Attorney Bailiff* Peer Tutor (subject) _____

* You must be a participant in the Sheriff's Office Explorer Program to serve as a Teen Court Bailiff

I have read the attached Volunteer Information Form and agree to abide by the guidelines.

Parent Name: _____ Child's Name: _____

Parent Signature: _____ Child Signature: _____

QUESTIONS AND COMMENTS

If you have any questions during this process, please contact the Teen Court Office at 352-367-4125 or 352-367-4129. Please feel free to share with us your suggestions for any ways we can improve your Teen Court experience. Thank you!

Alachua County Sheriff's Office Teen Court Program website: www.alachuasheriff.org

Jason E. Holthus, Teen Court Coordinator (352) 367-4125; Fax (352) 384-3328; email: jholthus@alachuasheriff.org
 Cara Evans, Asst. Teen Court Coordinator (352) 367-4129; Fax (352) 384-3328; email: clevans@alachuasheriff.org