

# Shelby County Teen Court

407 South Harrison Street Room 303 Shelbyville, IN 46176  
(317)392-6490 (317)392-6307- Fax



## Job Requirements and Descriptions

### Requirements for ALL Teen Court Volunteers

- Must be 12-18 years old, in grades 6-12, and in good standing in your community.
- Must be able to commit to the nights you agree to serve. If you have a conflict that interferes with your ability to serve, you must notify the Teen Court Director with at least one-week notice. If you miss three (3) sessions, you may be dismissed from Teen Court.
- Must be able to maintain the Oath of Confidentiality.
- Must agree to abide by the Code of Conduct and behave with decorum during Teen Court procedures.

### Juror Job Description

Jurors report for duty on their assigned nights to follow the Teen Court procedures and thoughtfully hear the cases on the docket. They will be given the opportunity to ask the respondent questions, as directed by the judge. Following the testimony, jurors and panelists deliberate and determine sanctions for the respondent. A juror will be selected as Foreperson. Jurors will share their opinions and participate in the discussions. When sanctions are delivered, jurors support the decisions made by the group and maintain the Oath of Confidentiality.

### Clerk of Court/Bailiff Job Description

The Clerk of Court/Bailiff collects attendance during deliberation and transfers the Jury Verdict Form to and from the Judge.

### Attorneys (Prosecutors and Defense Counsel)

Attorneys must have regularly participated in Teen Court for a minimum of two (2) sessions and have demonstrated the ability to follow the Code of Conduct. The Teen Court Director, based on the above criteria and the age of the respondent, will select attorneys. The attorneys ask the respondent and parents questions which help the jury to understand the nature of the offense, the character of the respondent, and the harm which has been caused by the offense.

### Foreperson

The Foreperson is assigned during the jury deliberation. He/She guides the jury through the Jury Verdict Form and makes sure that ALL jurors speak. In the courtroom, the Foreperson reads the sanctions, as directed by the Judge.

### School Team Leader

School Team Leaders will assist Teen Court Coordinator with recruitment and training events and act as a contact person in appropriate schools.