

# Teen Officer of the Court Application Packet



CITY OF ROYSE CITY TEEN COURT  
100 W. Main Street, Royse City, TX 75189 (972) 636-2250



## TEEN OFFICER OF THE COURT AGREEMENT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Number and Street) (City and Zip Code)

SCHOOL AND GRADE: \_\_\_\_\_

T-SHIRT SIZE: ADULT XS \_\_\_ SM \_\_\_ M \_\_\_ LG \_\_\_ XL \_\_\_ XXXL \_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\*Email is the primary way in which Teen Court communicates with volunteers. Please print your email address **legibly**.

ACTIVITIES/CLUBS: \_\_\_\_\_  
\_\_\_\_\_

What qualities or experiences have you had that would make you a good teen officer of the court?

\_\_\_\_\_  
\_\_\_\_\_

*I understand that by signing this agreement, I am committing to be an active and participating member of Teen Court for the 20\_\_\_\_-20\_\_\_\_ (school year). I will take my responsibility seriously and will maintain confidentiality regarding all Teen Court proceedings. I understand that I will be law abiding during my term with Teen Court. I understand that if I neglect these responsibilities, breach my oath of confidentiality or have two or more unexcused absences I will be removed from serving in the Teen Court Program. My parent/guardian has giving me permission to participate in the program.*

\_\_\_\_\_  
Teen Officer of the Court Signature

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



### OATH OF CONFIDENTIALITY

I, \_\_\_\_\_, a participant in the Royse City Teen Court, acknowledge that I have been informed that I may come into contact with privileged information while performing as a volunteer officer of the court. I have received a copy of the *Texas Rules of Evidence 503* and the *Texas Disciplinary Rules of Professional Conduct- RULE 1.03* and agree to abide by my obligations as a volunteer officer of the court.

I hereby understand and agree that I will not divulge any privileged or confidential information to anyone including classmates, friends and relatives. If I breach this agreement, I will be subject to disciplinary action, including termination of my participation in the program.

I understand that my obligations under this agreement will continue after my termination of status as a volunteer officer of the court; however my obligation under the Rules shall survive my volunteer service.

AT ALL TIMES DURING MY VOLUNTEER PARTICIPATION, I WILL ACT IN THE BEST INTEREST OF THE CITY OF ROYSE CITY MUNICIPAL COURT AND ROYSE CITY TEEN COURT.

\_\_\_\_\_  
Teen Officer of the Court Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teen Court Coordinator

\_\_\_\_\_  
Date



## QUALIFICATIONS FOR TEEN OFFICERS OF THE COURT

**Unless otherwise granted permission by the Judge:**

**YOU MUST BE:**

- Age 10-17
- In good academic standing
- Prepared to abide by the rules of the program
- Willing to sign, respect and abide by the *Oath of Confidentiality*
- Dressed appropriately (see *Attire*)
- Able to demonstrate the ability to treat each case individually with objectivity and without prejudice
- Willing to communicate with people and to work in a group process
- Responsible for behaving maturely during all phases of your participation
- Sensitive to socioeconomic, cultural, racial and religious differences between Teen Court participants
- Serious about Teen Court at all times and businesslike in your conduct while court is in session
- Alert, attentive and enthusiastic in your work.
- Respectful to all participants and the Court
- Able to abide by the Rules of Decorum set by the Court

### CODE OF CONDUCT FOR TEEN OFFICERS OF THE COURT

All teens participating in the program are expected to follow the directions of the Teen Court staff and use good judgment in determining acceptable behavior. All volunteers are expected to notify the Teen Court Coordinator with any questions or concerns. If you wish to resign as a volunteer, it is expected that you will notify the Coordinator and complete an *Exit Evaluation*.



## **EXPECTATIONS AND PROTOCOL: FOLLOW THE RULES OF DECORUM**

### **DO'S**

- Maintain confidentiality at all times
- Be law abiding at all times
- Be courteous and respectful of all people and Royse City Teen Court property
- Dress appropriately (see *Attire*)
- Notify Teen Court staff immediately if you are acquainted with defendant or his/her family
- Follow all Teen Court attendance rules and **BE ON TIME FOR COURT AND TRAININGS**
- Two or more unexcused absences from Teen Court when scheduled will result in dismissal from volunteering
- Contact the Teen Court Coordinator by 9am on the day of court if you will be absent for an acceptable reason; otherwise it will be considered unexcused.
- All teen volunteers must rotate as juror
- Be prepared to remain at court until the end of court session and all cases have been dispositioned unless other arrangements with the Coordinator have been made
- When away from court, be a positive representative of the Royse City Teen Court
- Welcome new volunteers, including former defendants, and help them understand roles
- If you are a juror, follow Juror Instructions
- Always address the Judge as Your Honor and refer to her/him as "Judge \_\_\_\_\_"
- Stand whenever the Judge enters, exits or stands
- Stand whenever the jury enters or exits
- Report any breaches of confidentiality

### **DO NOT'S**

- Release the confidentiality of any defendant or former defendant
- **CELL PHONES ARE PROHIBITED IN THE COURT ROOM**
- Whisper or talk to each other during trial
- Disrespect, make fun of the defendant or other participants in any way
- Slouch in chair, use obscene language or gestures
- Chew gum, eat or drink in courtroom or during deliberations
- "War story" about previous offense
- Talk to current defendants, families or witnesses, unless appropriate as counsel
- Display feelings through facial expressions, shaking of heads, or other conduct that might indicate personal feelings or opinions about what is happening during the proceedings
- Participate in a trial if you are unable to be objective, fair and impartial towards the defendant



## RULES OF COURT DECORUM

**I. COURTS WHERE APPLICABLE.** Under the inherent power and duty of all Texas courts as codified in Section 21.002, *Government Code*, the following Rules of Decorum shall apply and govern all proceedings before the Municipal Court of the City of Royse City in Rockwall County.

**II. FORMAL OPENING.** Each daily session of the Court shall be brought by announcement of the Bailiff, Clerk or other officer of the court requiring all to rise as the Judge takes the bench.

**III. CONDUCT REQUIRED OF ALL PERSONS WHILE ATTENDING COURT.**

While the Court is in session there shall be:

- A. No smoking or use of tobacco products.
- B. No reading of newspapers or magazines.
- C. No propping of feet or sitting on tables, chairs, benches, or railings.
- D. No loud noises or talking.
- E. No gum chewing.
- F. No food or beverages.
- G. No gestures, facial expressions, or sounds indicating approval or disapproval.
- H. No inappropriate attire.

I. No texting, videotaping, cell phones or use of electronic devices.

**IV. CONDUCT REQUIRED OF COUNSEL AND PRO SE DEFENDANTS**

A. Attorneys shall observe the letter and spirit of all canons of ethics, including those concerning improper *ex parte* communications with the Judge and with those dealing with discussion of cases with representatives of the media.

B. Attorneys shall advise their clients and witnesses of Rules of Decorum that may be applicable.

C. *Pro se* defendants (defendants acting as their own counsel) shall conform their behavior to all provisions applicable to Counsel.

D. Counsel shall be dressed appropriately while in attendance of the court, unless otherwise permitted by the Court.

E. All parties shall be prompt in arriving for Court and in attending to Court business.

F. Once a party has entered the courtroom and is appearing before the Court, he/she shall not leave without obtaining permission from the Court.

G. The State, or moving party, shall be seated at the counsel table or side of the counsel table nearer the jury box.

H. All remarks of counsel to the Court shall be addressed to the Court formally.



I. The Court and opposing parties shall address each other and members of the Jury without familiarity. The use of first names shall be avoided.

J. All objections, arguments, and other comments shall be directed to the Judge or Jury and not to opposing counsel.

K. Objection shall be in proper legal form. Argument will not be entertained upon an objection except with the Court's permission.

L. In addressing the Court, counsel shall rise and remain standing at their positions at counsel table.

M. Counsel shall remain seated at the counsel tables at all times except:

1. when the Judge enters and leaves;
2. when addressing the Judge or Jury;
3. whenever it may be proper to handle documents, exhibits, or other evidence; and
4. when objecting to opposing counsel.

N. Counsel shall not approach the bench except with permission or on request of the Court.

O. Counsel shall not lean on the bench, sit on rails or tables, or appear to engage the Court in a confidential manner.

P. No attorney or party shall expect any Court attendant to request his or her presence prior to the commencement or resumption of any Court proceedings.

Q. The Court may enforce these rules of conduct and decorum by appropriate action or sanctions, including contempt.

R. Nothing herein shall prevent or prohibit the further adoption of additional rules of decorum.

#### **V. BAILIFFS.**

A. The Bailiff or Bailiffs shall be present at all times when the Court is in session or in recess, unless excused by the Judge. No duty shall be assigned to the Bailiff without prior approval of the Judge.

B. The Bailiff shall see that the flag of the United States of America and the flag of the State of Texas are properly displayed and respected in the Courtroom.



## ATTIRE

How Teen Court participants present themselves is very important. They must exhibit respect for the court and take the process seriously. Therefore, teen volunteers are expected to be professional and use good judgment in their choice of attire. Teen Court will refuse jury or other court duty to persons who do not abide by proper dress code. Teen Court reserves the right to refuse to hear cases from those who fail to abide.

**All teen officers of the court must wear appropriate business attire—NO JEANS.**

**Teen officers of the court should advise their clients as to the appropriate dress for Court.**

**The following are NEVER allowed:**

- Caps or hats
- T-shirts or other clothing with inappropriate pictures or language
- Bare midriff shirts or spaghetti strap or strapless halters
- Beach wear
- Shorts
- Torn clothing
- Visible undergarments
- Hooded sweatshirts (in the courtroom)
- Mini skirts
- Flip-flops
- Jeans

I, \_\_\_\_\_, have read the preceding statements and agree to abide by the Royse City Teen Court Code of Conduct, Rules of Decorum and Attire for Teen Officers of the Court. Furthermore, I understand that failure to do so may result in termination of my participation in Teen Court.

\_\_\_\_\_  
Teen Officer of the Court Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date





**PHOTO RELEASE**

**CONSENT FORM**

I, the undersigned, give my permission to the Royse City Municipal Court to use photographs, audio and video recordings of me, without compensation, for promotional activities involving the Teen Court Program. I further agree to indemnify and hold harmless the Royse City Municipal Court from all claims arising from the use of said photographs, audio and video recordings.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian  
if above is a minor

\_\_\_\_\_  
Date



**REFERENCE**

**FORM**

Your honest assessment of this applicant's qualifications to be a Royse City Teen Court volunteer is appreciated. This reference will be handled in a confidential manner and will not be released to the applicant unless you indicate your permission on this form. Please return the completed form to the Royse City Teen Court Coordinator 100 W. Main Street, Royse City, Texas 75189.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Person Providing Reference: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency/Position: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 How long have you known the applicant? \_\_\_\_\_  
 What is your relationship to the applicant? \_\_\_\_\_

**QUALITIES RELATED TO JOB SUCCESS**

- 1. Success in previous job(s) or projects \_\_\_\_\_
- 2. Able to work with people (team) \_\_\_\_\_
- 3. Able to lead or inspire others \_\_\_\_\_
- 4. Oral communication skills \_\_\_\_\_
- 5. Written communication skills \_\_\_\_\_
- 6. Completes assignments \_\_\_\_\_
- 7. Organizes time and work \_\_\_\_\_
- 8. Accepts guidance \_\_\_\_\_
- 9. Creative and innovative \_\_\_\_\_

**RATING SCALE**

- 5 = Far exceeds expectations
- 4 = Above expected level
- 3 = At expected level
- 2 = Below expected level
- 1 = Not satisfactory
- NA = Not able to judge

**PERSONAL QUALITIES THAT AFFECT PERFORMANCE**

- 1. Neat, well-groomed appearance \_\_\_\_\_
- 2. Tactful and courteous \_\_\_\_\_
- 3. Enthusiastic \_\_\_\_\_
- 4. Dependability and promptness \_\_\_\_\_
- 5. Maturity and poise \_\_\_\_\_
- 6. Deals constructively with pressure \_\_\_\_\_
- 7. Flexibility/adaptability \_\_\_\_\_
- 8. Demonstrates honest/integrity \_\_\_\_\_
- 9. Commitment to employer \_\_\_\_\_
- 10. Accepts differences in others \_\_\_\_\_
- 11. Potential for professional growth \_\_\_\_\_

Do you know any reason(s) why this applicant should not be considered for this type of position with the Royse City Teen Court?

Yes  No

If yes, explain: \_\_\_\_\_

What qualities such as leadership, organization, or dedication does this applicant bring to Teen Court?

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What limitations (if any) does the applicant have for this position (transportation, inability to follow through with commitments, etc.)?



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Additional information or comments about the applicant: \_\_\_\_\_

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*Include attachments as necessary*

I believe this information is fair and accurate based on my experience with the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign on the line following this statement if you give permission to release information contained in the reference to the applicant upon applicant request. No signature will imply lack of consent.

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Signature to authorize release to applicant

Please send reference to:

**Teen Court Coordinator  
100 W. Main Street  
Royse City, TX 75189**