

TEEN OFFICER OF THE COURT APPLICATION PACKET



ROYSE CITY TEEN COURT

100 W. Main Street

P.O. Box 638

Royse City, TX 75189

(972) 636-9434



TEEN COURT

TEEN OFFICER OF THE COURT AGREEMENT

NAME: _____ DATE OF BIRTH: _____

GRADE: _____ AGE: _____

ADDRESS: _____
(Number and Street) (City and Zip Code)

SCHOOL: _____

T-SHIRT SIZE (ADULT) Circle one: XS SM M LG XL XXL

HOME PHONE: _____ CELL: _____

EMAIL ADDRESS: _____

***Email is the primary way in which Teen Court communicates with volunteers.**

Please print your email address legibly.

Activities/Clubs:

What qualities or experience do you have 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



TEEN COURT

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



TEEN COURT

QUALIFICATIONS FOR TEEN OFFICERS OF THE COURT

- Age 10-18
- 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 Teen Court Coordinator.



TEEN COURT

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.



TEEN COURT

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.



TEEN COURT

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



TEEN COURT

TEEN COURT PARENT/GUARDIAN CONSENT FORM

PARENT/GUARDIANS' NAMES: _____

ADDRESS: _____

HOME PHONE NUMBER: _____ CELL: _____

WORK PHONE NUMBER: _____ EMAIL: _____

EMERGENCY CONTACT PERSON IF I AM NOT AVAILABLE:

Name	Relationship	Phone #1	Phone #2
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My child, _____, has permission to participate in Teen Court activities as a Teen Court Volunteer. I have also listed any allergies, health conditions and authorized medications that my child is currently using that the Teen Court or emergency medical personnel should be aware of. In case of emergency, I understand every effort will be made to contact me. If my emergency contact person or I cannot be reached, I hereby give my permission to an attending physician to secure proper treatment, which may include hospitalization, anesthesia, surgery or mediations for my child. I understand I am responsible for the medical costs.

MY PARENT/LEGAL GUARDIAN AND I SHALL INDEMNIFY, HOLD HARMLESS, PROTECT, AND DEFEND THE CITY, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ANY AND ALL CLAIMS, LOSSES, LIABILITIES, DAMAGES, COSTS, AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES AND EXPENSES, THAT OCCUR OR ARE ALLEGED TO HAVE OCCURRED IN WHOLE OR IN PART AS A RESULT OF MY NEGLIGENCE OR FAULT IN THE PARTICIPATION AS A TEEN OFFICER OF THE COURT, WHETHER SUCH CLAIMS, LOSSES, LIABILITIES, DAMAGES, COSTS, AND EXPENSES ARE CAUSED IN PART BY AN INDIVIDUAL OR ENTITY INDEMNIFIED UNDER THIS AGREEMENT.

My parent/legal guardian and I further waive any and all claims against the City, its agents, employees and/or volunteers, against all fines, suits, claims, demands and causes of action of any kind, including, but not limited to any claims for bodily injuries (including death at any time resulting therefrom) sustained by me, or for damage to property, including loss of use thereof arising out of my negligence or performance as a teen officer of the court.

PHYSICIANS NAME: _____ PHONE: _____

INSURANCE COMPANY: _____ POLICY #: _____

Health Conditions/Allergies: _____

Medications: _____

Teen Officer of the Court Signature

Date

Parent Signature

Date



TEEN COURT

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