

Teen Court Continuity Book
Communities In Schools of Wayne County – Wayne and Lenoir County Programs

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Important!

**Do not move files, change file or folder names, or modify forms
without the approval of the Executive Director.**

We have found, through past experience, that when new people come in they have a tendency to redo things. We ask that you conform to the system that is currently used. This is extremely important when we have staff turnover. Any changes made can affect the effectiveness of the Teen Court Continuity Book that is designed to help new staff members when they come on board as well as serving experienced staff as a reference.

Should a Teen Court Coordinator become ill, have an accident, etc, having Teen Court files filed identically for both the Wayne and Lenoir County programs will enable someone from the other program to go in and assist with operations during any time off for one of the Coordinators. If they are familiar with the files for one program, they will be able to access files for the other program because of the consistency.

If you choose to create a new document or spreadsheet for your use, that is fine. We all use tools differently, and we know that using a system that you are comfortable with to monitor cases, etc. will benefit your efficiency.

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COMMUNITIES IN SCHOOLS
TEEN COURT

JOB DESCRIPTION

PROGRAM COORDINATOR POSITION:

Communities In Schools/Teen Court is built on a cooperative effort between Communities In Schools; the District Attorney’s Office, Juvenile Services, Wayne County Sheriff Department, Goldsboro Police Department, District Court and the Wayne County Public Schools. As agencies working with local youth, our goals are aimed at using positive peer pressure to encourage at-risk youth to make informed and positive choices that affect their lives now and for the future.

Overall Definition:

To manage and direct the overall activities of the Teen Court program; to recruit, train, and supervise youth and adult volunteers; and to develop and coordinate community support for the program.

Duties may include, but are not limited to, the following:

- Interview juvenile offenders to determine their eligibility to enter the Teen Court program and refer eligible or ineligible youth to appropriate resources for counseling, as necessary.
- Recruit, train, and supervise youth and adult volunteers.
- Assist in the development, planning, and implementation of the goals and objectives of the Teen Court program.
- Develop and coordinate community work placements for the purpose of allowing defendants to work off “constructive sentences.”
- Supervise and participate in the development of the budget for the Teen Court program when required.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Communicate with representatives of agencies making referrals to Teen Court.
- Oversee docket scheduling, trials and case dispositions to ensure proper court procedures are followed.
- Perform public relations activities such as representing the Teen Court to youth groups, civic organizations, and schools.
- Maintain records and perform general administrative and clerical duties.
- Perform related duties as assigned.

Qualifications:

- Education required is a minimum of an Bachelor’s degree in the fields of criminal justice, juvenile justice, or a human services field.

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- Experience working with young people in a volunteer setting and in a setting involving at-risk youth.
- Valid driver's license and the use of a vehicle for travel.
- Position requires a criminal background check.
- Computer and record keeping experience.
- Ability to work occasional evenings for court or training as necessary.

Knowledge of:

- Principles of supervision and training
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern office procedures, methods, and computer equipment.
- Principles, practices, and techniques of records retention.
- Counseling techniques.
- Juvenile statutes and courtroom procedures.
- Principles and procedures of record keeping, report preparation, and case building as pertains to law enforcement and grant funded monies.
- Local social services and social programs.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Develop and maintain a positive public image and support for the diversionary court program.
- Recognize drug and alcohol abuse symptoms.
- Organize, direct, and implement a comprehensive Teen Court program.
- Select, supervise, and train volunteer staff.
- Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer a budget.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests and inquiries from the public concerning the Teen Court program.
- Establish and maintain cooperative, working relationships with those contacted in the course of work.
- Counsel and provide guidance to individuals and respond to situations that are of a sensitive nature.
- Maintain detailed records.

Referrals

Department of Juvenile Justice Intake Counselor Referral:

1. **These referrals are given top priority and will be between the ages of 12 and 15.**
2. Juvenile Court Intake Counselors will make these referrals. Usually all paperwork, incident reports and juvenile petition will be attached. If not, contact court counselor.
3. Upon receipt of the referral, call the family to set up an intake interview. If unable to contact by telephone, send an **Appointment Letter**.
4. Notify court counselor when you have set up an appointment with the family for the intake interview.
5. If family fails to respond to an intake letter by the deadline, notify court counselor and send a second notice scheduling appointment according to your schedule.

School Resource Officer Referral:

1. **These referrals come next on the priority list and will involve juveniles ages 12 – 15.**
2. When School Resource Officers (SRO) make a referral, there should be a minimum of two documents. One is the **Client Referral Form** which must be filled out in its entirety and signed by both the juvenile and his/her parent (no exceptions), and the second is the Incident Report that the deputy must complete.
3. Upon receipt of the referral, call the family to set up an intake interview. If unable to contact by telephone, send an **Appointment Letter**.
4. Notify SRO when you have set up an appointment with the family for the intake interview.
5. If family fails to respond to an intake letter by the deadline, notify the SRO and send a second notice scheduling appointment according to your schedule.
6. If you need additional information on the case, contact the school resource officer for assistance.

District Court Referral:

1. **These referrals come last on the priority list and involve juveniles ages 16 – 18.**
2. When a District Court Judge (or, once in a great while a Superior Court Judge) makes a referral, there should be a minimum of two documents. One is the **Order to Participate**, and it must be signed by the judge. The second is a copy of the citation or warrant showing the charges against the juvenile. The judge will tell the juvenile that he/she is to call the Teen Court office within five days. When the youth or parent calls, fill out enough of a Client Referral Form (first page of **Client Intake Forms** to allow you to contact them later to set up the Intake Interview.

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3. Upon receipt of the referral (Order to Participate or phone contact), contact the youth or his family. If you anticipate the juvenile's hearing to be scheduled within four to six weeks, schedule the intake interview. If you know that you will not be able to get the youth into court for a hearing right away, you may let the family know that you will call them at a later date to set up the intake interview. If a District Court referral, have juvenile bring their Order to Participate, citation or magistrate's order if they still have it, and a copy of their report card. (If they do not have them, they can go to the Clerk of Court's office to request copies of them.) If they come into the office without the forms, the Teen Court contact person in the Clerk of Court's office will usually fax them to you. If unable to contact the family by telephone, send an **Appointment Letter**. If family fails to respond to an intake letter by the deadline, send a second notice scheduling appointment according to your schedule.

In Lenoir County:

There is a Teen Court mailbox in the Clerk of Court's office. District Court referrals (Order to Participate and the Citation or Magistrate's Warrant) are put in the mailbox, so it should be checked routinely. If the defendant does not contact you within the required five days, contact them by phone and then follow up with a letter scheduling intake.

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Spreadsheet

The spreadsheet is one of the most beneficial tools we use for Teen Court. Once you learn to use it, you will be able to access so much information with just a quick glance at the file. The instructions below should help you to understand where to enter items, what information to enter, and how to use the **Note** column to your benefit.

First Column – Last Name

1. Enter client's last name in this column.

Second Column – First Name

1. Enter client's first name in this column.

Third Column – Referral Source

1. Enter the referral source in this column. If it is from a DJJ court counselor, enter DJJ. If a School Resource Officer made the referral, enter SRO. If it is a District Court referral, enter DC. In addition, for DC referrals, look at the Order to Participate and enter the month and date of the referral, i.e., for November 10th, write 11/10. This date will help you when you need to decide which client to assign first for a Teen Court hearing. The referral date should be used, so that the clients are scheduled for Teen Court hearings in approximately the same order they were referred to Teen Court by the judge.

Fourth Column – Hearing Date (Teen Court Hearing)

1. As you project when the client's Teen Court hearing will be held, enter the date in this column. All hearings scheduled for that date should be highlighted with light blue. Often, you will be scheduling for two court dates at the same time, because the court hearings are held on two Tuesdays in a row. Those clients scheduled for the second week would show that date, and they would all be highlighted with peach. When all the referrals are scheduled, you should have four blue cells and four peach cells.

Fifth Column – CS (Community Service)

1. After the client's Teen Court hearing, enter the number of Community Service hours he/she needs to do.
2. Highlight with bright yellow when the client turns his/her Community Service Log into you.

Sixth Column – Jury Duty

1. After the client's Teen Court hearing, enter the number of jury duties he/she needs to do. Keep this up to date by entering the number of jury duties done, i.e. 2 of 8, 3 of 7, etc. as the client completes the jury duty.

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2. Highlight with bright yellow when the client completes his/her jury duties.

Seventh Column – TAI (Think About It)

1. After the client's Teen Court hearing, put an x in this column to show that he/she needs to complete the Think About It program.
2. Highlight with bright yellow when you put the question sheet from Think About It in his/her file.

Eighth Column – LOA (Letter of Apology)

1. After the client's Teen Court hearing, if he/she is required to write a Letter of Apology put an x in this column.
2. Highlight with bright yellow when you receive the Letter of Apology.

Ninth Column – Essay

1. After the client's Teen Court hearing, if he/she is required to write an Essay, put an x in this column.
2. Highlight with bright yellow when you receive the Essay.

Tenth Column – BS (Beware Shoplifters)

1. After the client's Teen Court hearing, if he/she is required to do the Beware Shoplifters program, put an x in this column.
2. Highlight with bright yellow when he/she completes the Beware Shoplifters program.

Eleventh Column – Assmt (This may be an assessment for counseling, anger management, drug use, or alcohol use.)

1. After the client's Teen Court hearing, if he/she is required to have an assessment, put an x in this Column and note what kind of assessment on the Post-it in his/her file.
2. Highlight with bright yellow when you receive the documentation of the assessment having been completed.

Twelfth Column – Think Twice

1. After the client's Teen Court hearing, if he/she is required to participate in Think Twice, put an x in this column.
2. Highlight with bright yellow when you **receive the essay** he/she is required to write after they attend Think Twice

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Thirteenth Column – Sticky Fingers

1. After the client's Teen Court hearing, if he/she is required to do the Sticky Fingers program, put an x in this column.
2. Highlight with bright yellow when you receive the completed Sticky Fingers booklet from the client.

Fourteenth Column – Other (May be Brandon's Story, Inside Dope, or Beyond Anger)

1. After the client's Teen Court hearing, if he/she is required to do **Brandon's Story**, enter **BS** in this column. After the client's Teen Court hearing, if he/she is required to do **Inside Dope**, enter **ID** in this column. After the client's Teen Court hearing, if he/she is required to do **Beyond Anger**, enter **BA** in this column.
2. Highlight with bright yellow when you receive the completed workbook from any of these programs.

Fifteenth Column – Completion Date

1. After the client's Teen Court hearing, enter the 90-day completion date in this column.

Sixteenth Column – DC Date

1. When you receive a District Court referral, enter the client's next District Court date in this column. You will find this date on the Order to Participate that the judge signed.
2. After you go to court each month, review this column. If the client has **completed successfully**, you may delete his/her information (the whole row) in the spreadsheet. If you **requested a continuance**, update this column with the new District Court date you requested and take out the purple highlight if the new date is further out than the next month. . If you **did not accept, returned unsuccessful, or returned for any other reason**, you may delete his/her information (the whole row) in the spreadsheet after their District Court date. When you finish this step, only those clients who you continued and have to go to District Court next month should have the purple highlight.
3. Once you have made these adjustments, highlight any other clients who are scheduled for District Court on your next District Court date with purple. This action will result in the next month's District Court date always being highlighted with purple.

Seventeenth Column – Note

This column can be used as a reminder of anything that you need to do with or for this client's case. It should be used as a guide to keep you up to date as to any action you need to take in the near future. Any cell that is highlighted aqua, is there to remind you need to do something for the client. It can be used to tell you to send a letter, schedule Community Service, call the client, schedule an intake, schedule an exit, send back and for what reason, etc. This is the column where you record your "action" steps.

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1. When a client completes all of his/her sanctions, put a note in this column that says, “Needs exit,” and highlight it with aqua to remind you need to take that action. When you have made the appointment, remove the color because you have completed the action. Only the cells highlighted with aqua need your attention.
2. If the client is highlighted with pale blue or peach in the fourth column, a reminder may be put in this column to remind you of their need for an intake, i.e. Needs intake. Once you have scheduled the intake appointment, remove the color because you have completed the action. Should a family call and cancel an intake or not show for an appointment, the note should go back into this column and be highlighted aqua until you have a new appointment scheduled.
3. If you need to return a client to District Court , put a note in this column to remind you. Once you have done that, remove the color.

The aqua highlights are the only things you need to pay attention to at any time. It is like creating a list of what you need to do and erasing it or crossing it off (remove highlight) when you finish the action.

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Before Intake Interview

1. Check juvenile's eligibility for Teen Court Program if necessary (all intake counselor referrals are eligible, so you do not need to check on them). Send names to court counselor (pool names to avoid contacting them too often), so that he/she can check their database to see if the juvenile is eligible (if a juvenile has a negative past involvement, the court counselor will recommend that Teen Court not accept the referral and all the information we need is yes or no regarding acceptance). If the court counselor says no to acceptance, or you find that the juvenile has had previous charges (see points 2. and 3. below also), they should be returned to the referring agent as not accepted because of previous involvement with the courts. (Process covered under District Court Follow Up.)
2. Check the Teen Court master list on CTF to see if the child has come through Teen Court in the past. If they have, they are not eligible for Teen Court. The referral should be returned to the referring agent. (In Wayne County, some of the past participants are abbreviated with the first three letters of the last name and the first initial of the first name. There is a master list of these names, so that you can check it if you suspect the new referral may be one of the juveniles who came through before the CTF software was provided).
3. For a District Court referral, the juvenile's name should be checked through the computer terminal in the Clerk of Court's office to assure that they have not had previous criminal charges (traffic charges are excluded and will not affect eligibility).

Instructions:

- Start at CIS Inquiry Menu
- Be sure that Mode is blank
- Tab to name
- Enter name – Last,First,Middle – no spaces and all capitals
- Hit F2
- Tab to next name – Last,First,Middle – no spaces
- Hit enter
- To go to next page – hit enter
- May need to enter last name only and then search for court date to find the name

Note: If looking for Brien Matthew Lee, put in Lee,Brien,Matthew. If no match is found, try Lee,Matthew. If no match is found, try last name only and keep hitting enter until the juvenile's name comes up.

3. For District Court referrals go to NC Courts website when the juvenile calls the office (District Court tells them to call the Teen Court office within five days) to confirm that they are in the system. This is necessary, because you may receive a call from someone who knows about Teen Court and calls before going to District Court (in essence, they have not been referred but called on their own).

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Instructions for website:

Go to nccourts.org
Click on Courts
Click on Criminal Calendars
Select District and Superior Court query
Enter county
Request both courts
Fill in defendant's name as directed
Submit query

We recommend saving this site as one of your favorites.

4. Be sure that the misdemeanor charge is eligible for Teen Court. The Department of Juvenile Justice and Delinquency Prevention policies read:

Teen Court may not accept any of the following charges in Teen Court:

- a) Driving while impaired under N.C. Gen. Stat. 20-138.2, 20-138.3, 20-138.5 or 20-138.7, or any other motor vehicle violation;
- b) Class A1 misdemeanor;
- c) An assault in which a weapon is used; or
- d) A controlled substance offense under Article 5 of Chapter 90 of the North Carolina General Statutes, other than simple possession of a Schedule VI drug or alcohol offense.

Defense attorneys focus on helping their clients. If necessary, you may provide them with a copy of the DJJDP policy on what cannot be accepted for Teen Court.

Charges we accept divided by Types:

Type I Offenses:

- Affray (Simple) - North Carolina General Statute (NCGS) 14-33A
- Disorderly Conduct – NCGS 14-288.4
- Failure to disperse – NCGS 14.288.5
- Trespassing (various) – NCGS 14-159
- Other (subject to screening)

Type II Offenses:

- Communicating Threats – NCGS 14-277.1
- Harassing telephone calls – NCGS 14-196
- Property Damage (Real) less than \$400 – NCGS 14-127
- Property Damage (Personal) less than \$400 – NCGS 14-160
- Shoplifting/concealment/price switch – NCGS 14-72.2
- Other (subject to screening)

Type III Offenses:

- Assault (simple) with no injury – NCGS 14-33
- Breaking and Entering (misdemeanor) – NCGS 14-54

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- Contributing to the delinquency of a minor – NCGS 14-316.1
- False reports – NCGS 14-225
- Hunting violation – NCGS 14-159.6
- ID fraud (misdemeanor) – NCGS 14-100.1
- Larceny less than \$500 – NCGS 14-72
- Possession of Stolen Property/less than \$500 – NCGS 14-71.1
- Possession of Marijuana (up to ½ oz.) – NCGS 90-95(d)(4)
- Possession of Alcohol without Driving – NCGS 18(b)-302
- Possession of Pyrotechnics – NCGS 14-412
- Possession of a weapon (not a firearm) – NCGS 14-269.2
- Property Damage (Real) more than \$400 – NCGS 14-127
- Property Damage (Property) more than \$400 – NCGS 14-160
- Resist, Obstruct or Delay – NCGS 14-223
- Sale to or purchase of alcohol by under age persons – NCGS 18B-302
- Selling tobacco to a minor – NCGS 14-313
- Unauthorized use of Motor Vehicle – NCGS 14.72.2
- Other (subject to screening)

NOTE: According to the North Carolina Department of Juvenile Justice and Delinquency Prevention Policies, Policy 6.0, Item 6.4:

Teen Court may not accept any of the following charges in Teen Court:

- a) Driving while impaired under General Statute 20-138.2, 20-138.3, 20-138.5 or 20 – 138.7, or any other motor vehicle violation;*
- b) Class A1 misdemeanor;*
- c) An assault in which a weapon is used;*
- d) A controlled substance offense under Article 5 of Chapter 90 of the North Carolina General Statutes, other than simple possession of a Schedule VI drug or alcohol offense.*

If juvenile is deemed appropriate for Teen Court, schedule Intake Interview

If juvenile is not eligible due to ineligible charge, not in school, past court involvement:

1. Call parent to advise them of the juvenile's ineligibility. Prepare **Notice to Clerk** form citing the reason for returning the juvenile to the referring agent and completing other appropriate information required on form. One copy should be put in the juvenile's file, and one copy goes to the juvenile and family along with a letter confirming non-acceptance into Teen Court, and one copy goes to the referring agent. If a District Court referral, one copy should be provided to the Clerk's office for the shuck and, if an attorney is involved, a copy goes to the attorney. Juvenile will need to go to District Court on assigned date. Call to notify and send a letter advising non-acceptance to family with confirmation of time and date for District Court.

For District Court referrals, it is advisable to check the NC Courts website the day before a scheduled intake to be sure that the juvenile does not have any additional charges.

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Client's File:

1. At this point, you should set up the Client's File. You go ahead and put the name on the file folder and insert the **Client Intake Forms** and **Notes** sheet, so that you will be ready to do the Intake Interview. Be sure to note the date that you received the referral. By setting up the file upon receipt of referral or the phone call from the family, the contact information is less apt to be lost or misplaced. **All client's files for open or pending cases should be maintained in the file drawer in the desk at all times.**
2. Case management requires working through the constructive sentence that was given the defendant. You must maintain contact with the defendant and the family (once a week is desired, but at a minimum once every other week). Stay in contact with community service work sites to check on the progress of the defendant's community service. Write down each contact you make with the family and briefly describe the contact. **Keeping accurate notes and documentation is very important for when the Monitoring Committee reviews the Teen Court program and should your files ever be required in court.**

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Intake Interview

1. Intake forms are filed under Clients and Client Intake Forms (four forms in file).
2. Does juvenile admit guilt? If not, they are not eligible for Teen Court. If they do, they must sign statement to that fact (part of intake forms).
3. Points to cover at intake:
 - a. Explain Teen Court procedure and what program hopes to accomplish.
 - b. Juvenile must take responsibility for actions.
 - c. Pay people back whom this has affected, i.e. family, victim, etc. (not necessarily with \$ but community service, jury duty, educational programs to prevent further criminal activity.)
 - d. Hearing which is handled by peers.
 - e. Review sentencing guidelines (appropriate level of charge) to give family an idea of what they can expect.
 - f. Give family a tentative court date.
 - g. Juvenile must be enrolled in school. It is fine to attempt to get the juvenile back into school if out. We have had some success with these efforts. If it does not work out, we cannot accept the juvenile for Teen Court. School is defined as public, private, registered home school program, diploma or GED programs at community college. We can contact public schools to see if the youth is enrolled, but we will need documentation as proof of enrollment in any other type of school.
 - h. Cover suspensions - defendant must notify you if suspended. If suspension is more than three days, notify court counselor if juvenile is a court counselor referral, so they can make referral to Structured Day program. No more than three suspensions are allowed before defendant is terminated unsuccessful.
 - j. Defendant must not be charged with any offenses while in program. If additional charges are filed, it is automatic termination.
 - k. Parent or guardian must attend court hearing and subpoena will be sent a week before court date.
 - l. Be sure that the family understands that you are there to help them through the program, but they must meet you half way by providing transportation, participating when required, providing up to date contact information etc.
3. Have family sign parental consent form and liability statement.
4. Client questionnaire is the next form. This form allows you to get to know the defendant and their family and allows you to provide all services necessary to successfully complete program. It also is used to get defendant's case ready for court.

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- a. Question that must be covered: living arrangements (this is for DJJDP client tracking as well as suspensions.)
5. Have juvenile write a statement about what happened. (Does not need to very long (a paragraph is sufficient).
6. If court counselor or SRO referral, notify them that you have met with family and intake is completed. Also, give them court date, even if it is tentative.

Although we know at this point that some of the sanctions will be mandatory, under no circumstances will the defendant be allowed to start fulfilling his/her sentence until after the jury pronounces the sentence.

Preparation for Teen Court Hearing

1. **Ten days before scheduled court date:**
 - A. **Determine which defendants.** Contact family to ask if they can be available for juvenile's hearing on the scheduled night of court. If so, advise them that they will be receiving a subpoena in the mail confirming the requirements. Prepare the **Subpoena** and put a copy of the subpoena in the juvenile's file and mail a copy to the family. Be sure to put neon colored label on the subpoena reminding the family that a parent/guardian must accompany the juvenile to Teen Court and enclose a copy of the **Defendant Court Instructions** form. Must be mailed at least one week before date of court hearing.
 - B. **Send summons out.** Update and print **Summons** for Teen Court volunteers showing both dates for Teen Court. These are mailed to active Teen Court volunteers. File should be available under Volunteers, Teens, Teen Court Addresses (labels). Anytime you add a new trained volunteer to the Active Teen Volunteers Mailing List, you should add their name to the labels too.
 - C. **Think About It.** Schedule the Think About It program (contact Cpl. Baker in Wayne and Capt. Bruton in Lenoir, both with Sheriff's Office), so you will have the date and time for the **Service Plan Agreement** and the **Completion Date Data Sheet**. For other educational programs like Think Smart, they can often be scheduled on teacher workdays or when the students are out of school.
2. When preparing for court, use the **Teen Court Checklist** to be sure that you have done everything required for court. All documents required should be under Court Session Materials.
3. **Assign case number.** The Teen Court case number will look like this: 07TC081401. This means:
 - 07 – current year
 - TC – Teen Court
 - 0814 – month and day (August 14, in this case)
 - 01 – indicates case number 1, 02 is case number 2, etc.
4. **Prepare court docket.** Whenever possible, put juveniles who attend the same school on either Cases 1 and 3 or Cases 2 and 4. This allows flexibility when assigning jurors for the cases. We do not put volunteers (jurors or prosecuting attorneys) on a case when the juvenile and the volunteer attend the same school. Make three copies for clerk's, bailiff's, and judge's binders.
5. **Narrative.** Under Factual Basis, the first paragraph on the page should read, "On (date) (juvenile's given name) was charged with NC General Statute Number _____, (name of charge). The next paragraph should come from the juvenile's handwritten statement. Under Defense, list any positive things you can pick up from the Participant Information sheet (last sheet of Client Intake Forms), i.e. college plans, awards, helping at home, punished at home, etc. Make two copies of Narrative, Citation and Statement and put them in the Prosecution and Defense folders.
6. **Jury Report Form.** Prepare Jury Report Form for each defendant and put a copy of each of them in the Clerk's binder.
7. **Court Schedule.** Prepare the Court Schedule being sure that you enter the cases using the ending numbers on the Case Number as a guide. The ending number should correspond to the case numbers on the Court Schedule.

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8. **Prepare manila envelope.** Insert the **Community Service Handbook, the Community Service**

Form, and the Community Service Site List, Educational Program Descriptions, Jury Duty Instructions, and Completion Date Data Sheet (with next Think About It date and next five Teen Court dates) in envelope and put all of them in the Exit Interviewer's book.

9. Make sure Exit Interviewer book has all forms. Include two copies (one white and one colored) of the **Service Plan Agreement** form for each defendant.
10. **Pizza.** Order pizza from Pizza Hut, telling them it is for Teen Court, and give amount to Executive Director so a check can be cut.
11. Print **Sign In Sheet** and **Deputy's Time Sheet.**
12. Call defendants the day before court to make sure they are set for court, to answer any questions they may have, and to make sure a parent is going to be there.
13. Call teen volunteers the day before or the day of court.
13. Check everything off on **Teen Court Checklist** to be sure you are totally prepared.

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At Court

1. Arrive at courthouse no later than 5:15 p.m.
2. Put out **Sign-In Sheet** and pen for defendants, volunteers, and those doing jury duty to use to sign in.
3. Put Binders in place for Judge, Clerk, Bailiff, Attorneys, Exit Interviewer, and Jury Monitor.
4. Begin assigning teen volunteers and those there to do jury duty to what you want them to do on the **Court Schedule**. Be sure to check to see what school they attend, so that you do not put someone who attends the defendant's school on his/her jury or assign them as the Prosecuting Attorney. A teen who serves as Defense Attorney can be from the same school if the defendant approves that assignment. Write the teen's name in the correct slot, so that you will have a record to use to document jury duties done and to record volunteer hours for the volunteers. As you assign the attorneys, give them the case folder for their case(s).
5. Sign-in time is always hectic. We have tried several methods of approaching the task, but we have never found the perfect solution.
6. Greet and assign your adult volunteers including the judge. You will need both a Jury Monitor and an Exit Interviewer. If other adults are available, they can monitor the back of the courtroom to be sure people are quiet, mentor teen attorneys, etc.
7. Be sure the **Volunteer Evaluations** are in the Jury Monitor book. The juries for Cases 3 and 4 will need to complete the evaluation forms at least once a month.
8. Watch for pizza delivery and have check ready for delivery person. (In Lenoir, leave the check with the Magistrate downstairs. Ask if they will please request the receipt, so we will have it for our records. They will call when the pizza arrives.)
9. Have the deputy assigned to Teen Court for the evening fill out his/her timesheet.

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After Court

1. Give pizza receipt and time sheet to Finance person as soon as possible.
2. Make sure **Jury Report Form** and **Service Plan** are complete and in the defendant's file. Make hand written notes that indicate the juvenile participated in his/her hearing in the juvenile's file.
3. On a piece of Post-It paper, note the requirements of the constructive sentence and the mandatory completion date and put it in the front of the file on the bottom of the **Notes** sheet on the left for quick reference. At the same time, write the juvenile's phone number on the top right hand corner of the **Notes** sheet, so you don't have to search through files when you need to call them.
4. Record adult and teen volunteer hours on the **Monthly Hour Log** for the current fiscal year (July 1 through June 30).
5. Record jury duty on the **Jury Duty Attendance Sheet** for any clients who participated in jury duty as part of their constructive sentence.
6. Near the end of the month, enter the juvenile in the CTF (Client Tracking Form – see separate page) program showing the court hearing date as the admission date. District Court referrals should be shown as law enforcement referrals.
6. If any workbooks, letters of apology, essays, etc. were turned in at court, be sure to note their receipt in the hand written notes and put them in the client's file.
7. As time allows, start the process of arranging community service, educational programs, etc. Be sure to maintain hand written notes of each contact you make or if the parent or juvenile calls you.
 - a. Community Service – There is a list of Community Service sites that we use, but assignments are not limited to these sites. Any nonprofit or governmental agency is eligible as are churches. Some of the sites want the juvenile to contact them. Others want us to call to set up community service. See Community Service Sites listing.
8. A defendant has 90 days from their hearing to finish. You are only allowed to keep a case open for 120 days. If the case is a Juvenile Services referral and you are not seeing progress toward completion of the constructive sentence, talk to the court counselor. They may contact the family for you to reinforce the necessity to do whatever is necessary.
9. You will need to monitor files regularly. If possible, plan one day of the week without appointments, etc. to give you time to review files and be sure information is up to date.
10. The results of the **Volunteer Evaluations** will need to be recorded in the appropriate Excel spreadsheet. This information is used for Outcome Based Measures. It also gives us feedback that may identify issues that may need to be addressed.
11. If the juvenile is a District Court referral, note the date of their next scheduled appearance in District Court in pencil on the front cover of the Client's File. Pencil is best, because you may need to get a continuance later and need to change the date. **Keeping track of District Court dates is very important. If a juvenile is scheduled for court and he/she does not appear, an order for their arrest will be issued. We do not want this to happen to our clients.**

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Reasons for Termination

1. Failure to participate – If a juvenile does not show for intake after a second scheduled appointment unless the family called to notify you of an emergency situation. (For court counselor referrals, discuss with Supervisor. Only allow the family to reschedule twice if they call before to let you know of a problem.
2. Failure to participate – If juvenile does not show for community service, jury duty, educational programs, etc. without contacting you first.
3. Three suspensions from school.
4. If the juvenile receives a second charge, it is an automatic unsuccessful termination and must be sent back to the referring agent.
5. Once in a great while, the family will move and the juvenile must be terminated.

Client Tracking Form Program

This program is a North Carolina Department of Juvenile Justice and Delinquency Prevention software program. The icon on the desktop is titled CTF.

To enter a new client:

Open CTF

Go to CTF Data

Click on Add Record and enter the requested data and close (Program numbers are 896042 for Wayne County and 854033 for Lenoir County)

Click on Add Record and continue filling data requested. (Referral Source will be Juvenile Court for a court counselor referral; School Resource Officer for a school resource officer referral; and Law Enforcement for a District Court referral)

Click on Add Record

Click OK when screen says the Record Insert was successful

Go to Clients

Click on Find Record, enter first and last names, click on exact, and hit Select

Complete filling in requested data

Click on Add Record

Click on OK when screen says entry was successful

To terminate a client:

Click on CTF Data

Click on Find Record

Enter first and last names

Check Exact prompt

Click on Select

Click on Termination tab at top of form

Enter data as requested

Under Client Progress During Program:

Under With School, Positive Parent Involvement with Juvenile, and with Home Situation, highlight “No problems at referral or since” in drop down boxes.

With Juvenile Court, highlight “no new problems” in drop down box.

Enter 9 in all squares at bottom

On bottom right, show client as enrolled in school

When done, Click on Data Sheet and print.

Close Data Sheet and click on Update (this step is essential for the termination to be saved)

Click on OK when screen says termination was successful

If you enter something incorrectly, the program will tell you. Follow screen to correct the item(s)

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Exit Interviews

1. When a defendant has completed their constructive sentence, you will need to schedule an Exit Interview. Before the family comes, you should complete the **Request for Dismissal** form. You will need to show the client's name, the date of the offense, the charge, and, the date that each of the sanctions was completed on the form.
2. Points to Cover:
 - Did the defendant get anything out of the program?
 - Do they now understand how the system works and how unforgiving the courts are and how much trouble they caused?
 - Do they understand that what they did affected more people than just them?
 - Teen Court is a one time opportunity. If they get into trouble again:
 1. Court counselor referral: May wind up in Juvenile Court and on probation or in a Youth Development Center.
 2. School Resource Officer referral: Could be charged and sent to Juvenile Court or District Court.
 3. District Court referral: A new charge would automatically be handled by the courts with a criminal record resulting. Judges and District Attorneys are very tough if they see that the defendant did not learn through their Teen Court experience.
 4. If District Court referral, be sure to tell the family that the computer in the courthouse will show that they completed Teen Court and the charges were dismissed.
 5. If applying for a job:
 - a. If the application asks if they have ever been charged with a felony, the answer is no.
 - b. If the application asks if they have ever been charged with a crime, the answer is yes but note that you completed Teen Court and the charges were dismissed.
 - c. If the application asks if you have ever been convicted with a crime, answer no.
3. When the family comes for the Exit Interview, it is the last opportunity we have to reinforce what a great job they did or to encourage them not to procrastinate so much the next time. If the community service supervisor circled Excellent or Good on the Community Service Log, be sure to share that with the juvenile and compliment them. Even though a defendant is here for something negative, the purpose is to teach, learn and give a second chance. They should be proud of standing up and accepting responsibility for their mistake. That is tough to do. Note that they are in charge of their future, so they need to be careful of the decisions they make now.
4. Have the juvenile and the parent/guardian sign the form in the appropriate places. You will also need to sign it. Make two copies of the signed form. Give the family a copy of it. The second copy will be sent to the referring agent in the case of a court counselor or SRO referral. In the case of a District Court referral, the form is provided to the Clerk at court.
5. Have both the juvenile and the parent fill out the evaluation forms (Youth Perception) and (Parent Perception) for outcome measurement.
6. Enter the juvenile's termination in the CTF program showing the date the Request for Dismissal form is signed as the termination date. Print a CTF data sheet. Be sure to hit update, so that the entries will be saved. Put the data sheet in the client's file.

District Court Follow Up

1. We ask the Clerks to assign our Teen Court clients to court on only one date each month. (If someone new is working court, you may see multiple dates. Go to the Clerk's office to talk to the new person to discuss what has been done in the past. They are good to work with, but staff turnover can bring changes. You will need to work through that time.) On your District Court day, you will probably have several clients on the court docket. They will fall into one of four categories:
 - a. Successful terminations – everything is complete and you will be requesting dismissal of the charges.
 - b. Unsuccessful terminations – youth did not complete constructive sentence.
 - c. Did not accept – This may involve a charge that we cannot accept, a juvenile who previously participated in Teen Court, second charges before they had a Teen Court hearing, etc.
 - d. Request for Continuance – juvenile has not yet completed sentence and you are requesting an extension of time for them to complete
2. A day or two before District Court, prepare a **District Court List** and fax it or deliver it to your contact person in the Clerk's office.
3. You will need to be in District Court on your court date. As your client's names are called, answer Teen Court for them. Usually, but not always, the Teen Court clients are called after first appearances are completed. As your client's names are called, you will need to go up to the front with them. In some cases, they will be called as a group. In other cases, they will be called individually. It just depends on who the ADA is and how they operate.

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Teen Court Documents

Name of Document	On Computer Under	Filed As
Appointment Letter	Miscellaneous Letters	DC notice of Intake Appointment
Client Intake Forms	Clients	Client Intake Forms (4 pages)
Client Referral Form	Forms	Referral Form 2006
Client Tracking Form	CTF Program	Data Sheet
Community Service Handbook	TC Community Service	Community Service Handbook
Community Service Log	Forms	Community Service Form
Community Service Site List	TC Community Service	Site List 2007-2008
Completion Date Data Sheet	Court Session Material - Dockets	TC Defendants Packets - 90 day
Court Docket	Court Session Material	Dockets
Court Schedule	Court Session Material	Court Schedules
Defendant Court Instructions	Court Session Material	Defendant Court Instructions
Deputy's Time Sheet	Court Session Material	Deputy's Time Sheet
District Court List	Court Session Material	District Court Lists
Educational Program Description	Educational Programs	Educational Programs 2007-2008
Evaluation - Parent Perception	Outcome Based Measures	Evaluations - Parent
Evaluation - Volunteers (Court)	Outcome Based Measures	Evaluations - Volunteers Court
Evaluation - Volunteers (training)	Outcome Based Measures	Evaluations - Training
Evaluation - Youth Perception	Outcome Based Measures	Evaluations - Juvenile
JCPC Monthly Report	Reports	Monthly Hour Log 2007-2008
Jury Duty Attendance Sheet	Court Session Material - Subpoenas	Jury Duty Attendance
Jury Duty Instructions	Court Session Material	Jury Duty Instructions
Jury Report Form	Court Session Material	Jury Reports
Monthly Hour Log	Reports	Monthly Hour Log 2007-2008
Narrative	Court Session Material	Narratives
Notes	Forms	Notes
Notice to Clerk	Court Session Material	Notice to Clerk
Order to Participate	Forms	Order to Participate
Request for Dismissal	Exit Interview	Several Options by charge
Service Plan Agreement	Exit Interview	Service Plan
Sign-in Sheet	Court Session Material	Sign in
Subpoenas	Court Session Material	Subpoenas
Summons	Court Session Material	Summons Notice
Teen Court Checklist	Court Session Material	TC Checklist

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Court Session Notebooks
Content Listing

Exit Interviewer

Instructions for Exit Interviewers

Letter of Apology sample

Extra copies:

Community Service Log

Community Service Handbook

Blank Service Plans

Peer Circles & Educational Programs

Community Service suggested locations

Jury Duty Instructions

Sentencing Guidelines

Restitution Form

Defense Attorney Binder

Initial interview with clients

Attorney sample questions

Opening/Closing Statement guide

Sentencing Guidelines

Objections guide

Procedural Order & Trial Script (appropriate spots highlighted)

Prosecution Binder

Attorney sample questions

Opening/Closing Statement guide

Sentencing Guidelines

Objections guide

Procedural Order & Trial Script (appropriate spots highlighted)

Clerk

Procedural Order & Trial Script (appropriate spots highlighted)

Bailiff

Procedural Order & Trial Script (appropriate spots highlighted)

Opening Court Statement

Closing Court Statement

Judge

Introduction note from Executive Director

Procedural Order & Trial Script (appropriate spots highlighted)

Objections guide

Sentencing Guidelines

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Communities In Schools of Wayne County – Wayne and Lenoir County Programs

Jury Monitor

Jury Monitor Instructions
Sentencing Guidelines
Peer Circles & Educational Programs
Volunteer Evaluation Forms

Defense Folders

Initial interview with clients
Attorney sample questions
Opening/Closing Statement guide
Sentencing Guidelines
Objections guide

Prosecution Folders

Attorney sample questions
Opening/Closing Statement guide
Sentencing Guidelines
Objections guide