

PRESIDING JUDGE'S REFERENCE SHEET

1. Check in with Teen Court Coordinator by 6:00pm.
2. At court time, determine from Teen Court staff if there is a case ready to proceed. Make sure the adult or teen bailiff can pronounce your name correctly to open court.
3. Coordinator/Case Manager will bring in jury.
4. When ready for court to proceed, tell adult or teen bailiff to open court.
5. Administer confidentiality oath to all persons in the courtroom.
6. Have the clerk call the first case. Inquire if the defendant and parent/guardian are present.
7. ASK DEFENDANT WHETHER HE/SHE ADMITS THEIR GUILT/RESPONSIBILITY.
8. Ask counsel to identify themselves for the court.
9. Inquire if each counsel is ready to proceed.
10. Inquire of prosecutor if there is to be an opening statement.
11. Prosecutor gives opening statement.
12. Inquire of defense counsel if there will be an opening statement.
13. Defense counsel makes an opening statement.
14. Instruct defense counsel to call their witness.
15. Clerk administers oath to witness.
16. Direct examination, cross-examination, redirect, re-cross.
17. Instruct witness to stand down from the witness stand.
18. Inform defense counsel to proceed with closing argument.
19. Defense counsel makes closing argument.
20. Inform prosecutor to proceed with closing argument.
21. Prosecutor makes closing statement.
22. Obtain the verdict form from the clerk. Note the sentencing range to use in the jury instructions.
23. Judge instructs jury. SEE JURY INSTRUCTIONS.
24. Instruct the clerk to call the next case. (Begin again with #6 above).
25. When a jury has reached their decision, ask the bailiff to bring in the jury for the case, the attorneys, parents, and defendant in order that the sentencing may be read.
26. Once the parties and jury are back at their places in court, ask the foreperson to stand and inquire if the jury has reached a verdict.
27. Instruct the defendant and defense counsel to rise and face the jury.
28. Instruct the foreperson to read the verdict aloud. Ask the other jurors if that is the verdict of each of them.
29. If "yes", say that the court accepts the sentence, have the bailiff return the verdict form to the bench and sign it.
30. Have the defendant face the court. Read the sentence to the defendant and ask if the defendant will abide by the sentence.

31. You are encouraged to mention to the defendant the purpose and benefit of the community service, teen jury duty, etc. and any other remarks you may wish to make concerning staying out of trouble in the future, becoming a positive member of the community, and so forth.
32. Give the verdict form to the clerk and instruct the defendant and parent/guardian to speak to the Teen Court Staff (outside the courtroom) who will make arrangements for the sentence to be implemented.