



Communities
In Schools®

Cape Fear



New Hanover County Teen Court
Training Manual

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What is Teen Court?

Teen Court is a diversion program, used in the juvenile justice system where teens charged with misdemeanor offenses can be sentenced by a jury of same aged peers. Typically, the teen charged is a first-time offender. The teen court coordinator will determine if a case is appropriate for teen court.

The New Hanover County Teen Court Program is one of the programs within Communities In Schools Cape Fear. Through this specific teen court program, Restorative Justice practices are implemented.

What is the Teen Court Commitment?

Teen court is hosted two Tuesdays out of the month. Teen Court starts at 5:00pm and typically goes until 7:15pm. There are a minimum of 3 cases a night and a maximum of 6 cases a night. If there are 6 cases that night, we will operate in two courtrooms.

What roles will the teen volunteers serve as?

- Teen Juror
- Teen Jury Foreperson
- Teen Prosecution Attorney
- Teen Defense Attorney
- Teen Bailiff
- Teen Clerk

What roles will the adult volunteers serve as?

- Attorney (will assist with teen attorneys)
- Judge
- Jury monitor
- Courtroom floater

Teen Juror

What is a teen juror? Same age peer who will listen to open and closing statements of the prosecution and defense attorneys as well as listen to questioning of any witness and sentence the client after a jury deliberation is held. The jury foreperson will be elected once in the deliberation room amongst all jurors.

What is the teen jury foreperson? The jury foreperson will sign the disposition summary sheet and advise the judge that the sentencing was a unanimous vote.

Duties and Responsibilities:

1. To be fair and impartial
2. Consider only the evidence presented during the hearing and not what you may have heard about the juveniles involved prior to the hearing
3. To discuss the case in a *mature, responsible manner*
4. To follow the court's instructions
5. To reach a unanimous decision for each of the consequences. The decision-making process might not be easy. It requires candid discussion among all the jurors. When there is disagreement on the verdict, jurors should negotiate and compromise by discussing each juror's reasons for or against the sanction.
6. To consider all mitigating and aggravating circumstances discussed during the hearing.
 - **Mitigating** circumstances make the juvenile's offense appear to be less severe. For example, the juvenile wrote an apology letter to the Loss Prevention Officer immediately after being caught shoplifting and without being told to write it.
 - **Aggravating** circumstances make the juvenile's offense appear to be more severe. For example, the juvenile knocked over an elderly gentleman while fleeing from the Loss Prevention Officer.
7. To consider how the community has been affected by the offense(s) committed by juvenile.

Sentencing Guidelines

TYPE I OFFENSES

OFFENSES

Affray
Disorderly Conduct
Trespassing
Other (subject to screening)

MANDATORY SANCTIONS

Community Service (4-10 hours)
Jury Duty in 1-2 sessions of Teen Court

Follow all school rules
Letter of Apology
Maintain satisfactory grades
No additional criminal charges

OPTIONAL SANCTIONS

Monetary Restitution
Essay
Curfew
Conflict Resolution Workshop
Other

TYPE II OFFENSES

OFFENSES

Property Damage
Resist, Obstruct, Delay
Communicating Threats
Shoplifting
Unauthorized use of MV
Other (subject to screening)

MANDATORY SANCTIONS

Community Service (7-15 hours)
Jury Duty in 2-3 sessions of Teen Court

Follow all school rules
Letter of apology
Maintain satisfactory grades
No additional criminal charges

OPTIONAL SANCTIONS

Monetary Restitution
Essay
Curfew
Conflict Resolution Workshop
Other

TYPE III OFFENSES

OFFENSES

Larceny/Possession of
Stolen Property
Possession/Consumption
Of Alcohol
Possession of Marijuana
Possession of Paraphernalia
Property Damage
Possession of a Weapon
(Not a firearm)
Simple Assault

MANDATORY SANCTIONS

Community Service (14-20 hours)
Jury Duty in 2-7 sessions of Teen Court

Follow all school rules
Letter of Apology
Maintain satisfactory grades
No additional criminal charges

OPTIONAL SANCTIONS

Monetary Restitution
Essay
Curfew
Conflict Resolution Workshop
Drug and alcohol class
Anger management class

Parent/Guardian must participate in Parenting Support Group sessions for Type I, II, and III Offenses. The number of parenting sessions is equal to the number of Peer Circles and Jury Duty days imposed if deemed appropriate by teen court coordinator.

LEVEL 1

NEW HANOVER COUNTY TEEN COURT DISPOSITION SUMMARY

Defendant Name: _____ Case Number: ___NHTC_____

Offense: _____ Teen Court Date: _____

MANDATORY SANCTIONS		
COMMUNITY SERVICE	RANGE: 4 - 10 Hours	HOURS
JURY DUTY	1 Jury Duty Session	
	Follow all school rules and maintain satisfactory grades	
	Follow all household rules	
OPTIONAL SANCTIONS		
	Handwritten Essay – Up to 500 words	Topic: _____ _____ _____ words
	Handwritten Apology – Up to 300 words	To: _____ _____ words
	Monetary Restitution, to be determined in advance of Teen Court hearing	\$ _____
	Educational Seminar- WHY-TRY-Resiliency, Drug Education, ETC.	TOPIC _____ _____
	Other – with Judge’s approval	_____ _____

Jury Foreperson:

Judge:

I acknowledge receipt of the Teen Court Disposition Summary sheet.

Defendant:

Parent/Guardian:

LEVEL 2

NEW HANOVER COUNTY TEEN COURT DISPOSITION SUMMARY

Defendant Name: _____ Case Number: __NHTC_____

Offense: _____ Teen Court Date: _____

MANDATORY SANCTIONS		
COMMUNITY SERVICE	RANGE: 7-15 Hours	_____ HOURS
JURY DUTY	RANGE: 2-3 Jury Duties	_____ JURY DUTY(IES)
	Follow all school rules and maintain satisfactory grades	
	Follow all household rules	
OPTIONAL SANCTIONS		
	Handwritten Essay – Up to 500 words	Topic: _____ _____ _____ words
	Handwritten Apology – Up to 300 words	To: _____ _____ words
	Monetary Restitution, to be determined in advance of Teen Court hearing	\$ _____
	Educational Seminar- WHY-TRY-Resiliency, Drug Education, ETC.	TOPIC _____ _____
	Other – with Judge’s approval	_____ _____

Jury Foreperson:

Judge:

I acknowledge receipt of the Teen Court Disposition Summary sheet.

Defendant:

Parent/Guardian:

LEVEL 3

NEW HANOVER COUNTY TEEN COURT DISPOSITION SUMMARY

Defendant Name: _____ Case Number: ___NHTC_____

Offense: _____ Teen Court Date: _____

MANDATORY SANCTIONS		
COMMUNITY SERVICE	RANGE: 14-20 Hours <i>*All Alcohol & Drug related offenses have a MANDATORY 20 hours of Community Service</i>	_____ HOURS
JURY DUTY	RANGE: 2-7 Jury Duty Sessions	JURY DUTY(IES)
	Follow all school rules and maintain satisfactory grades	
	Follow all household rules	
OPTIONAL SANCTIONS		
	Handwritten Essay – Up to 500 words	Topic: _____ _____ _____ words
	Handwritten Apology – Up to 300 words	To: _____ _____ words
	Monetary Restitution, to be determined in advance of Teen Court hearing	\$ _____
	Educational Seminar- WHY-TRY- Resiliency, Drug Education, ETC.	TOPIC _____
	Other – with Judge’s approval	_____ _____

Jury Foreperson:

Judge:

I acknowledge receipt of the Teen Court Disposition Summary sheet.

Defendant:

Parent/Guardian:

Teen Prosecution Attorney

What is a teen prosecution attorney? The teen prosecution attorney typically represents the state, which is the opposing side of the defense. The prosecution attorney will typically argue for the maximum amount of sanctions for the defendant. **(Remember it is neither party side to determine whether the defendant is innocent or guilty).**

Duties and Responsibilities:

1. Review the case once given the case upon arrival of teen court that day
2. Meet with your partner (if you have one) to discuss the case
3. Come up with an opening and closing statement
4. Come up with cross examination questions

*****If you want to become an attorney you will have to complete an additional 3-hour attorney training as well as the general teen court training.**

Teen Defense Attorney

What is a teen defense attorney? The defense attorney will represent the defendant. The defense attorney is responsible for getting the minimum sanctions for their client. **(Remember it is neither party side to determine whether the defendant is innocent or guilty).**

Duties and Responsibilities:

1. Review the case once given the case upon arrival of teen court that day
2. Meet with your partner (if you have one) to discuss the case
3. Meet with the defendant and their legal guardian who is present
4. Come up with an opening and closing statement
5. Come up with cross examination questions

*****If you want to become an attorney you will have to complete an additional 3-hour attorney training as well as the general teen court training.**

Teen Bailiff

What is a teen bailiff? A teen bailiff is not an official officer, but one oversees the order in the courtroom, calls court to order and assist the judge if evidence needs to be provided to the judge.

Duties and Responsibilities:

1. Once the judge enters the courtroom or once instructed by the judge ask everyone in the court room to stand.
2. Once everyone is standing, the bailiff will call the court to order and recite the following statement:

Call Court to Order -- All Rise

O yes, O yes, O yes, this honorable Teen Court for the State of North Carolina and the county of New Hanover is now open and sitting for the dispatch of business, the Honorable _____ present and presiding.

Please be seated and ensure that all cell phones are off.

3. Once closing statements have been done by both the defense and prosecution attorneys, you will be asked by the judge to give the Disposition Summary sheet to the jurors, preferably the jury foreperson.
4. You will also escort the jurors to the room/area that deliberations will take place and remain until they have a decision
5. You will stand at the door the jurors have exited out and wait until you hear a knock to let the jurors back in after deliberation.
6. You will get the Disposition Summary sheet from the jury foreperson and give it to the judge.

Teen Clerk

What is a teen clerk? A teen court clerk is responsible for calling the cases and swearing in witnesses.

Duties and Responsibilities

1. After the Oath of Confidentiality, the judge will ask the clerk to call the first case (**please speak loudly and clearly**)

Clerk: “Now calling CASE # _____
in the matter of: Defendants initials”

2. Once a witness is called to the stand by the judge, the clerk will be responsible for swearing in the witness once instructed by the judge.

Clerk: “PLEASE RAISE YOUR RIGHT HAND, DO YOU SOLEMNLY SWEAR OR AFFIRM THAT THE TESTIMONY YOU ARE ABOUT TO GIVE IS THE TRUTH, THE WHOLE TRUTH AND NOTHING BUT, THE TRUTH?
YOU MAY BE SEATED. PLEASE SPEAK LOUDLY AND CLEARLY SO THAT YOUR TESTIMONY MAY BE HEARD.