

**eliminating racism
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YWCA HAWAII' ISLAND TEEN COURT

Ka leo 'o na nua • The voice of youth

A program of the YWCA Hawaii Island

Jury Sign-in and Exit Procedures


Effective April 2, 2008

All Jurors must arrive to the Teen Court hearing **before** 5:30pm.

1. Late Jurors cannot participate that evening and will receive an unexcused absence.
2. Late Jurors must phone their parent or guardian that they were late and unable to participate and must wait for their ride home to arrive unless otherwise instructed by their parents.

Jurors must sign-in and sign-out on the "Hearing Sign-in" Sheet.

1. Each Juror will be given a numbered Teen Court T-Shirt to wear for Teen Court.
2. On the Hearing Sign-in Sheet, the Juror writes:
 - a. The number of the T-Shirt
 - b. The Juror's first and last name
 - c. The Juror's school
 - d. The time of arrival at Teen Court that evening
 - e. Example:

| HEARING SIGN-IN SHEET | | | | HEARING OF: | | | |
|---|-----------|--------------------------|------------|-------------|------|------|----------|
|  | | | | | | | |
| # | T-Shirt # | Return | Name | School | In | Out | Initials |
| 1 | J 1 | <input type="checkbox"/> | Jane Smith | Hilo | 5:15 | 7:00 | MS |
| 2 | J2 | <input type="checkbox"/> | John Smith | WIS | 5:20 | 7:00 | DS |

3. Each Juror signs him or herself in
4. A parent or guardian **must** sign the Juror out on the Teen Court Hearing Sign-in Sheet. If you are driving yourself or riding with someone else, a note from your parent or guardian is **required** and **must be placed in your file.**
5. When signing out to leave, a parent or guardian must sign their initials on the Hearing Sign-in Sheet.
6. Jurors can leave only when their parent or guardian have arrived and have sign them out.
 - a. If the parent or guardian cannot pick up the juror, they must notify the director of who it is that will pick the juror up.
 - b. Jurors that drive need to show the Director or other staff member their car keys and then they may leave.

I understand my sign-in and exit responsibilities as a Juror and as a parent or guardian. I understand that Teen Court is not responsible for me if I do not remain at Teen Court when dismissed. If I am expelled from jury duty for failure to follow these rules, for failure to property perform jury duty (see job description), or for misbehavior, I understand that my case may be referred to Family Court.

_____ Date

_____ Signature of Respondent

_____ Signature of Parent/Guardian