DUBLIN-LAURENS COUNTY TEEN COURT

TEEN VOLUNTEER JOB DESCRIPTIONS

Prosecuting Attorney

1. Represents the State in the Teen Court Program. Review complaint with the Teen Court Coordinator and process the case according to procedure.

2. Process case by:
   a. Presenting state's case to judge and jury with opening statement, direct examination, cross examination, and closing arguments in the sentencing trial.
   b. Requesting appropriate sentence.

Defense Attorney

1. Represent teen defendants in the Teen Court Program. Review complaint packet with Teen Court Coordinator and process case according to assigned procedure.
2. Process case by:
   *Advising defendant regarding case facts, procedures and methods of testimony prior to defendant's appearance before the Jury; and
   *Presenting defendant's case to judge and jury with opening statement, direct examination, cross examination, and closing arguments in a sentencing trial.
   *Requesting appropriate sentence.

Teen Jury Member

1. Listens to cases and determine sentence based on the evidence and mitigating circumstances.
2. Render sentencing according to guidelines.
3. Give fair sentencing based on evidence and not personal feelings

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Bailiff

1. Assist Judge and Court Clerk in maintaining order in the courtroom and Jury Deliberation room.
2. Announce the beginning of the court session and the presiding Judge.
3. Maintain order during courtroom sessions according to instruction of Judge, master Jury Monitor, Jury Monitor, or Teen Court Coordinator.

Court Clerk

1. Assist Judge in the processing of cases and documents pertinent information for court records. Announce case number and defendant's name in court.

2. Provide Judge and Jury Foreman with the appropriate paperwork.

3. Collect Jury Process Forms from the Jury Foreman following case deliberations and return them to the Teen Court Coordinator or designated Adult Volunteer.