

## **Role and Responsibilities of the Teen Court Clerk**

The Clerk sits next to the Judge during the entire court session. The Clerk completes the Court docket as the cases progress. He/she also assists the Judge upon request.

The Clerk assists the Teen Court Coordinator prior to Court sessions with registration. As jurors, volunteers, and defendants enter the courtroom, the Clerk helps with jury assignment and answers questions.

1. The Judge will tell you what to do during the beginning of each case. **Speak slowly, clearly and loud enough for everyone in the courtroom to hear you when reading the Docket and when administering the Oaths.**
2. When the Judge asks you to read the first case on the docket, read it from the attached docket sheet. The same procedure will apply with subsequent cases on the docket.
3. When the Judge asks you to administer the Oath to the Peer Jury, **stand up and ask them to stand, and read the following Oath:**
  - a. “Do you solemnly swear or affirm that you will objectively weigh the issues in this case and render a disposition according to the evidence and guidelines of teen court? If so, say I do.”
  - b. After giving the Oath, ask them to be seated.
4. When the Judge asks you to administer the Oath to the Juvenile Offender, Parent/Guardian and Victim, **stand up and ask them to stand and read the following Oath:**
  - a. “Do you solemnly swear or affirm that the statements you are about to make are the truth, the whole truth and nothing but the truth? If so, say I do.”
  - b. After giving the Oath, ask them to be seated.
5. After the case is completed, give the file folder to the Teen Court Coordinator