



## **Honorable Michael Jones Jr.**

Justice of the Peace  
Precinct 4, Place 1, Dallas County  
106 West Church St. Ste 205  
Grand Prairie, TX 75050  
214.751.4040

### **QUALIFICATIONS**

Although you're not required to live in Dallas County to participate, you must be at least 14 years of age.

### **ATTENDANCE AND DEPENDABILITY**

We can't stress enough the importance of attendance. Be dependable. We will host Teen Court once a month on the 3<sup>rd</sup> Tuesday. Please mark your calendars so you know when court is scheduled.

We schedule by three-month terms. You must volunteer a minimum of one Tuesday night per month for three months. At the end of the term, you will be given the opportunity to commit to another term. Be sure to complete the date sheet so we know when you want to participate.

If you can't come on your scheduled date, you must notify the Teen Court office by Friday before court, or you will be counted as a no-show. If you get two no-shows in one Teen Court term, you will be removed from the Teen Court staff. (You can request to be reinstated the following term.) If you know that you are going to be a few minutes late, call us and we will hold your cases. We must know that you're coming!

### **COMMUNICATION**

Check your email on a regular basis. We communicate assignments and other important information via email and postcards. For that reason, you need to call or email us with new addresses or phone numbers so we can reach you.

You are now part of our team. We want to be able to address any concerns that may arise. Suggestions and questions are always welcome. Go to someone who can do something about it (the judges, the Teen Court staff, and adult volunteers). Let us know as soon as you can (immediately, if possible), if you encounter a problem with a: Staff member, Defendant and/or Parent.

### **CONFIDENTIALITY**

I understand that the Justice of Peace 4-1 Teen Court will communicate to me certain information to enable me to effectively participate under the Agreement. I will treat all such information as confidential, whether or not so identified, and shall not disclose any part of any report or trial without prior written consent. I will limit the use and circulation of such information to the extent necessary to participate in the Teen Court program. I will continue to comply with this provision during and after the expiration of the Agreement.

I promise not to talk about any of the cases by name that I see on trial or learn about through the Teen Court once I leave the courtroom. I understand that this is for my own protection, as well as that of the other teens in the program.

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I hereby grant the right and permission for the Justice of the Peace 4-1 Teen Court and the County of Dallas, as well as their representatives, to use the visual depiction of me/ my child for the purposes of training, advertising, publicity and promotion of the Irving Teen Court. I affirm that the use of my/ my child's appearance will not violate the rights of any person or organization and will not incur liability for payment to any person. I release the County of Dallas, their agents, representatives and employees from any and all liability in connection with my/ my child's appearance and I agree to hold the City harmless from any and all liability, which it or the Justice of the Peace 4-1 Teen Court may incur as a result of my/ my child's appearance.

- WHO YOU SEE HERE
- WHAT YOU HEAR HERE
- WHEN YOU LEAVE HERE
- LET IT STAY HERE

Some of you will be working with documents that contain sensitive information. In maintaining confidentiality, these documents must be closely guarded. So much so, that if at any time we find that you have left these documents unattended, you may be removed from the Teen Court program. For that reason, all dockets and police reports are to be left in the office, where they will be shredded. NEVER take them home.

### **DECORUM**

You are a representative of the Court and need to represent the court in a positive manner. In order to do this, it is imperative that you attend court sessions as scheduled, follow the guidelines in your manual, maintain confidentiality, treat all participants with respect, represent your client (defense attorneys) or the State of Texas (prosecutors) to the best of your ability, attend all trainings, and follow the court rules. In addition, you should:

- Dress professionally.
- Demonstrate an ability to treat each case individually, with objectivity and without prejudice.
- Communicate with your peers and work in a group setting.
- Exercise proper behavior in the courtroom and in the hallways.
- Conduct yourself in a manner that is respectful and courteous.
- Be flexible. There are always last-minute changes.
- Be willing to serve where you are needed.
- Under no circumstances, engage in any form of sexual harassment or violation of ethics. There will be no tolerance of it.