



# ANCHORAGE YOUTH COURT



## **New Member Manual**

*Congratulations. You have completed  
Anchorage Youth Court classes.  
This manual tells you what happens next.*

Fall 2011



**Anchorage Youth Court  
New Member Manual  
Table of Contents**

A.	Introduction .....	1
B.	Contacting AYC .....	1
C.	Member/Parent Contact Information .....	1
D.	Court .....	1
	1. Clerks and Bailiffs .....	2
	2. 2nd Attorneys .....	2
	3. Co-Attorneys and 1st Attorneys .....	4
	4. Judges .....	4
E.	Pre-Teen Court .....	4
F.	AYC Bar Association .....	5
	1. Officers .....	5
	2. Membership Dues .....	6
	3. Meetings .....	6
	4. Credit for AYC Activities .....	6
	5. Scholarships .....	7
	6. Awards .....	7
	7. E-News .....	7
	8. Presentations and Mock Sentencings .....	8
	9. Tours .....	8
	10. State Conferences .....	8
	11. Trainings .....	8
	12. Fundraising .....	9
G.	Credit by Choice Program .....	9
H.	Board of Directors .....	9
I.	United Youth Courts of Alaska .....	10
J.	How Adults May Support AYC .....	10
	1. Adult Attorneys .....	10
	2. Board Members .....	10
	3. Adult Fundraising Committee .....	10
	4. Donate .....	10

Attachments

1. Courtroom Guidelines
2. Clerk/Bailiff Instructions
3. Evaluation and Promotion Guidelines
4. AYC Activity Log Sheets
5. Credit By Choice Program Information



## **A. INTRODUCTION**

Anchorage Youth Court (“AYC”) provides the opportunity for young people through age 17, arrested for breaking the law, to be judged by their peers. In this court, young people fill the roles of the clerks, bailiffs, attorneys and judges.



AYC was founded in 1989. In the early years, AYC only received about 20 cases a year. In 1995, youth court members and adults organized the Making a Difference program and AYC began receiving 400-500 cases a year. The Making a Difference program is a partnership between AYC, Volunteers of America, the Municipality of Anchorage and the State of Alaska’s Division of Juvenile Justice.

## **B. CONTACTING AYC**

Anchorage Youth Court (“AYC”) has two offices. The main office is located at 838 W. 4<sup>th</sup> Avenue. AYC’s executive director, legal advisor, development director and office assistant work in this office. AYC also has an office in the basement of the Boney Courthouse (303 K Street), where the volunteer coordinator and sentencing coordinator work. On court days, clerks, bailiffs, attorneys and judges all come to the main office. Attorneys also come to the main office to pick up their cases from a legal advisor.

AYC’s mailing address is P.O. Box 100359, Anchorage, AK, 99510. The main phone number is 274-5986 and the fax number is 272-0491. The volunteer coordinator’s direct line is 274-5991 and the legal advisor’s direct line is 274-5915. AYC’s e-mail address is [info@anchorageyouthcourt.org](mailto:info@anchorageyouthcourt.org). AYC has a website: [www.anchorageyouthcourt.org](http://www.anchorageyouthcourt.org). Please visit the website often to stay up-to-date on what goes on at AYC.

## **C. MEMBER/ PARENT CONTACT INFORMATION**

It is very important that AYC can contact its members and its members’ parents. AYC requests that you keep it informed of any changes in your mailing address, phone numbers (including cell phones) and e-mail addresses for both members and parents. Every couple of weeks, AYC sends a news update via e-mail to all members and parents with valid e-mail addresses. If you do not receive these e-mails, please e-mail us at [info@anchorageyouthcourt.org](mailto:info@anchorageyouthcourt.org) to ensure that we have your correct e-mail address.

## **D. COURT**

AYC holds court every week of the year except the 2 weeks school closes over the Christmas holidays and the week school closes for spring break. AYC receives new cases from Juvenile Intake every Monday and schedules those cases for sentencing hearings the following week. The number of cases AYC receives determines the number of court days

in any given week. AYC holds sentencing hearings on Tuesdays, Wednesdays and/or Thursdays. During the school year, the first case starts at 4:30 p.m. The last case of the day should end by 7:00 p.m. During the summer, the first case starts at 1:00 p.m. and the last case should end by 4:00 p.m.

As representatives of AYC, it is important that all AYC members appear professional and set an example for defendants, their parents, and others who come to observe our court in action. AYC members must abide by the guidelines attached as Attachment 1 when in court.

1. Clerks and Bailiffs. Now that you are a member of AYC, you may serve as a clerk or bailiff. Call the AYC volunteer coordinator at 274-5991 on Monday afternoon to sign up as a clerk or bailiff for the following week. **If you leave a voicemail message, please state your first and last name and your telephone number. We can only return your call if you leave this information.**



Each courtroom has one clerk and one bailiff for all cases in that courtroom that day. When you are scheduled to serve as a clerk or bailiff, arrive at the main AYC office (838 W. 4th Ave.) at least 20 minutes prior to the time the first case is scheduled to start (i.e., 4:10 p.m. during the school year; 12:40 p.m. during the summer). Check in, collect the court bag and proceed to the courtroom in the Boney Courthouse. You will serve as the clerk or bailiff for all cases in that courtroom that day. You should finish around 7:00 p.m. during the school year and around 4:00 p.m. during the summer. You may arrange to have your ride pick you up at either the Boney Courthouse or the main AYC office. We have attached a copy of the clerk/bailiff instructions as Attachment 2.

2. 2nd Attorneys. You must serve as a clerk or bailiff for one court day before you advance to the position of 2nd attorney.<sup>1</sup> When you are ready to be a 2nd attorney,<sup>2</sup> call the AYC volunteer coordinator at 274-5991 on a Monday to sign up for a case the following week.

---

<sup>1</sup> There is an exception. If you scored 100 or higher on the AYC Bar Exam, you are not required to serve as a clerk or bailiff prior to serving as a second attorney although you may choose to serve as a clerk or bailiff first.

<sup>2</sup> You can serve as a clerk or bailiff as many times as you want. Some members feel ready to be an attorney after clerking or bailiffing once while others do not. If you would like to be an attorney but do not feel ready after clerking or bailiffing once, do it again, and again, until you do feel comfortable.

**If you leave a voicemail message, please state your first and last name and your telephone number. We can only return your call if you leave this information.**

After assignment as a 2nd attorney on a case, you must come to the main AYC office (838 W. 4th Ave.) and pick up the case file on the Tuesday, Wednesday or Thursday of the week prior to the hearing. You can pick up cases between 1:00 p.m. and 7:00 p.m. during the school year and between noon and 5:00 p.m. during the summer, Tuesdays - Thursdays. You must always pick up your cases yourself; you cannot have a parent or someone else pick up a case for you.<sup>3</sup>

When picking up a case, expect to spend 20-30 minutes at the AYC office. You must always read the case file first and then review it with a legal advisor. When picking up your first case, expect to spend 30-45 minutes in the AYC office. You will first read the case file and then the legal advisor will review it thoroughly with you and explain each of the documents. The legal advisor will help you prepare for your hearing.

A 1st attorney will be assigned as your co-counsel. You must talk to your 1st attorney on the phone to determine which of you will do which part of the case. (For prosecution, one attorney will present the probable cause statement and the other attorney will present the sentencing recommendation. For defense, one attorney will tell the judges about the defendant and the other attorney will present the sentencing recommendation.) The 1st attorney will have a great deal of experience and will help you prepare for the hearing.

If you serve as a prosecution attorney, you must arrive at the main AYC office 30 minutes prior to the time scheduled for the hearing. As a defense attorney, you must arrive at the main AYC office 45 minutes prior to the time scheduled for the hearing. After checking in and conferring with your co-counsel, the 2 defense attorneys go to the AYC office in the basement of the Boney Courthouse to meet with their client (the defendant). You must be in the basement office 30 minutes prior to the time scheduled for the hearing.

After court, you may have your ride pick you up either at the Boney Courthouse or the main AYC office.

---

<sup>3</sup> There are 2 reasons that you personally must pick up your case. First, it is very important that you discuss your case with a legal advisor. Second, since all information about the defendant must remain confidential, only you, no other person, may have access to your case file.

3. Co-Attorneys and 1st Attorneys. If you continue to take cases, AYC may promote you to co-attorney and, later, 1st attorney. We have attached the guidelines for promotion at Tab 3.

All information above about 2nd attorneys (how to sign up for cases, how and when to pick up case files, talking to co-counsel in advance and when to arrive at the AYC office on court day) is the same for co-attorneys and 1st attorneys.

4. Judges. Members who have prosecuted and defended at least 5 cases each as a 1<sup>st</sup> attorney may apply to serve as a judge if they are at least 16 years old or at least a sophomore in high school. More information about promotion to judge, and presiding judge, are provided in the evaluation and promotion guidelines attached as Attachment 3.

## **E. PRE-TEEN COURT**

Defendants must be at least 12 years old or in the 7<sup>th</sup> grade to attend AYC. AYC has a program called “pre-teen court” for younger defendants, aged 9 through 11 or in grades 4 through 6.



Pre-teen court differs from regular AYC in the following ways:

- Simpler language is used.
- Only 1 judge rather than 3.
- Judges may be, and usually are, younger than 16.
- Only 1 prosecution attorney instead of 2.
- Instead of defense and prosecution sitting at separate tables and the judges sitting across the courtroom at the bench, everyone sits around a table, including the defendant’s parents or guardians.
- No clerk or bailiff.
- Parents/guardians are allowed and encouraged to speak.
- Essays are between 100 and 500 words in length.
- Since the defendants are too young for traditional community work service, they are sentenced to do family work service hours – chores that would not fall into their usual duties.

- Defendants also are sentenced to spend hours building “assets.” “Assets” are good things in a young person’s life that they need to succeed.
- The case fee is \$35 instead of \$50.
- The defendant, defense attorneys, judge and sentencing coordinator get together again about a month later, after the defendant has completed his or her sentence. The review session is an opportunity for everyone involved to provide encouragement and positive reinforcement to the defendant.

Members must attend the pre-teen court and assets trainings before doing pre-teen court cases. Since AYC operates as a peer court and the defendants in pre-teen court are less than 13, there is no minimum age for pre-teen court judges.

## F. AYC BAR ASSOCIATION



The AYC Bar Association operates AYC’s court proceedings and provides a number of activities for its members. All AYC Bar Association members have completed the AYC classes, passed the AYC Bar Exam and been sworn in as members. AYC has no adult members.

### 1. Officers

Each spring, the members elect the following officers for a one year term:

- President
- Vice-President
- Chief Judge
- Assistant Chief Judge
- Treasurer
- Secretary
- Fundraising Liaison
- Publicity Liaison
- Chief Clerk

The members also elect Ethics Board members and Board of Directors members. The AYC Constitution sets out the duties of these positions, and the eligibility requirements for these positions.

In addition to the above elected offices, AYC may involve members in the operation of AYC through joining a committee such as the phone committee or the Defender newsletter committee.

## 2. Membership Dues

The student and adult members of AYC's Board of Directors decided to institute an annual \$25 membership fee. The fee is due July 1 each year. New members, having paid \$25 to register for the classes, do not have to pay the fee for their first year of membership. Members from low income families are exempt from dues.

The \$25 dues will support AYC operation to continue the effectiveness of its program. Additionally, by paying dues, members will demonstrate to the community that not only do they volunteer numerous hours of their time to help their peers, but they also feel strongly enough about the program to support it monetarily.

## 3. Meetings

The AYC Bar Association members meet regularly during the school year. No meetings take place during the summer. For the rest of this school year, members will meet on January 3, February 7, April 3 and May 8 in the multi-purpose room at Clark Middle School, 150 Bragaw Street.



Members must attend a majority of the AYC Bar Association meetings held in the prior 3 months to be considered "active." A member must be active to run for office, vote for officers, attend state conferences, etc. An inactive member may reactivate by participating in court or any other AYC function.

Continuing Legal Education ("CLE") on relevant subjects is provided at each meeting.

## 4. Credit for AYC Activities

AYC keeps track of the time each AYC member spends for AYC activities. This includes time spent on court cases, attending AYC bar meetings, working on committees, fundraisers, presentations, meetings, etc. Everything you do in AYC qualifies as community service. In most cases, these AYC activities

will also count as community service for JROTC, National Honor Society and classes that require community service.

Blank log sheets are attached as Attachment 4. You can use the log sheets to keep track yourself of the time you spend on AYC activities. Periodically, you may want to check AYC's record of your time against your own log. If AYC misses anything on your log sheet, show the volunteer coordinator your log sheet so AYC can credit the missing item(s).

#### 5. Scholarships

AYC has college scholarships available each year for members who are high school seniors. The amount of the scholarships varies from year to year depending on the amount of money available and the number of qualified applicants. Additionally, AYC will provide members with records of the hours they have spent on AYC activities for their scholarship folders and college applications.

#### 6. Awards

Members may earn many achievement certificates and awards. AYC gives certificates for promotion to co-attorney, 1<sup>st</sup> attorney, judge and presiding judge. Judges and presiding judges receive pins. When attorneys complete 25 cases, 50 cases, 75 cases 100 cases and 150 cases, they receive pins also.

At the end of each school year, AYC presents various achievement awards for things such as the member who judged the most cases that year. Additionally, AYC presents the President's Volunteer Service Award to each member who completes at least 100 hours of AYC service in a year (April through the following March).

All awards are presented at Bar Association meetings.

#### 7. E-News

Every couple of weeks, AYC sends its E-News via e-mail to all members and parents for whom we have valid e-mail addresses. The E-News informs members of upcoming events and reports on past AYC activities.

## 8. Presentations and Mock Sentencings

AYC frequently does presentations and mock sentencings for schools, civic groups and other organizations. Although an AYC staff member goes along to answer questions if necessary, AYC



members actually make the presentations. Please let the Volunteer Coordinator know if you want to participate in presentations or mock sentencings.

## 9. Tours

AYC members occasionally have the opportunity to tour justice related agencies such as McLaughlin Youth Center, the FBI, the Alaska State Troopers Museum, the Anchorage Police Department's Crime Lab and Homeland Security.



## 10. State Conferences.

Alaska has 14 youth courts that meet each year in a different location for a State Youth Court Conference. The conferences allow members of the various youth courts to get together and learn from each other. The next conference will be in Sitka in January 2012.

## 11. Trainings

Members may take part in various trainings including pre-teen court training and assets training (both are required to do pre-teen court cases). AYC occasionally offers other trainings. The E-News provides notice of upcoming trainings.

## 12. Fundraising

Besides operating the court, the AYC Bar Association also raises money – for AYC Bar Association activities, the operation of AYC and college scholarships for AYC members. AYC Bar Association fundraisers include wrapping holiday gifts, car washes and selling raffle tickets. Ideas for new fundraisers are always welcome.



## G. **CREDIT BY CHOICE PROGRAM**

AYC members may obtain ½ elective high school credit for doing 120 hours of AYC activities through participation in the AYC/Anchorage School District Credit By Choice program. The document attached as Attachment 5 provides more information about this program.

## H. **BOARD OF DIRECTORS**

AYC is a non-profit corporation run by a Board of Directors. There are 24 Board members: 12 AYC youth and 12 adult community representatives. The 12 AYC youth on the Board include the AYC Bar Association President, the AYC Chief Judge and 10 members elected by the AYC Bar Association’s members. The AYC Constitution specifies that the Board will promote the purposes of the AYC Constitution and the Board’s duties include taking care of fiscal matters, maintaining liaisons between AYC and the State and Municipality and general supervision of AYC.

Another Board responsibility includes raising the funds necessary to keep AYC operating. AYC’s primary funding sources include the Municipality of Anchorage, Alaska Division of Juvenile Justice, United Way, and corporate and individual donations through fundraising efforts. The Board has a fundraising committee that puts on several fundraisers every year. AYC always welcomes ideas and assistance from members, parents of members and supporters.



## **I. UNITED YOUTH COURTS OF ALASKA**

United Youth Courts of Alaska (“UYCA”) is an association of the existing and emerging youth courts around the State. UYCA facilitates the sharing of information, education, technical assistance and training among Alaska youth courts. UYCA, a non-profit corporation, is run by a Board of Directors which consists of 1 adult and 1 student from each member youth court. The UYCA Board of Directors meets regularly by teleconference and in person at the annual State Youth Court Conference. The AYC Bar Association President appoints one AYC member to the UYCA Board of Directors each year. AYC’s executive director is also a member of UYCA’s Board of Directors. Any AYC member interested in representing AYC on UYCA’s Board of Directors, or interested in additional information about UYCA, should contact AYC’s executive director.

## **J. HOW ADULTS MAY SUPPORT AYC**

Parents’ involvement is essential to AYC’s continued operation. Most members could not pick up their case files, get to and from court and attend AYC Bar Association Meetings without rides from their parents.

Some parents, and other adults, want to do more to support AYC. Following are some ways they can do so:

1. Adult Attorneys. Adult attorneys are needed as in-court legal advisors for sentencing hearings and trials. Adult attorneys are also needed to teach the basic AYC classes. Any interested adult attorney who would like to help AYC should contact an AYC legal advisor at 274-5986.
2. Board Members. Adult representatives from the community may serve on the Board of Directors. For more information, contact the Executive Director at 274-5986.
3. Adult Fundraising Committee. Adults may join the adult fundraising committee and help with fundraisers. Interested adults should contact AYC’s Development Director at 274-5920.
4. Donate. Adults, businesses and other organizations may support AYC through donating money, equipment, office supplies or items for auction or raffle. As a 501(c)(3) educational non-profit, all donations to AYC are tax deductible (Tax ID # 92-0129615). Contact AYC’s Development Director at 274-5920 for more information.

# **ANCHORAGE YOUTH COURT PROFESSIONAL BEHAVIOR GUIDELINES**

Anchorage Youth Court has created these guidelines to ensure that each member and defendant receives an appropriate educational experience and to maintain a strong, effective and efficient program. These rules apply to normally assigned cases.

Members who comply with AYC standards will receive 3 hours of credit per case as an attorney, 1 hour of credit per case as a bailiff, clerk or judge.

## **PREPARING FOR COURT**

### **Case File Pickup**

For cases assigned on Monday or Tuesday, AYC attorneys must pick up case files Tuesday, Wednesday or Thursday of the week before their case hearing takes place. This provides adequate time to prepare the case, and to speak with co-counsel and clients.

AYC attorneys must read the case thoroughly, complete the aggravator / mitigator sheet and discuss the case with a legal advisor. Allow at least 20 minutes for this task.

On the very rare occasion when an attorney cannot pick up the file by Thursday prior to her/his hearing, s/he must call one of the AYC staff legal advisors to make special arrangements for picking up the file and discussing the case.

**Consequences for failing to pick up the case before Friday:** Attorneys will lose 1 of the 3 case hours they would otherwise receive.

### **Co-Attorney Contact**

When attorneys pick up a case that does not have a co-counsel already assigned, call the office before Friday to get co-counsel's name and phone number.

By Friday of the week before court, attorneys must contact their co-counsel. The attorneys will decide who will do each part, and the lead will help the 2<sup>nd</sup> attorney prepare his/her case.

Before court day defense attorneys also need to discuss the case after they make contact with the defendant to complete case preparation, and in the event one attorney may fail to show up for court.

Attorneys will maintain a record of contact with their co-counsel, which the volunteer coordinator will collect upon case completion and record in the member's activity file.

**Consequences for failure to contact:** Attorneys will lose 1 of the 3 case hours and the volunteer coordinator will enter the information in their file. However, if an attorney has tried repeatedly to reach co-counsel who is never available, and the attorney keeps a good written record of attempts, s/he will avoid consequences.

## Client Contact

To effectively and professionally represent a client, AYC defense attorneys must contact her/him as soon as they receive the case file and talk with co-counsel.

At the very latest, defense attorneys must call their client by 9:00 pm the Sunday before the case goes to court. This ensures enough time to call the office if they cannot reach the defendant after repeated attempts, so staff can contact the intake officer to help solve the problem well before court day.

On the rare occasion when an attorney designated to contact the defendant does not, the other attorney needs to do so, recording this in his/her case file notes.

**Consequences for failure to contact:** If defense attorneys do not call the client, the client may call the office, or the judges may see that counsel did not call their client, and the attorneys will lose 1 of the 3 case hours. The volunteer coordinator will record “no contact” in the attorney’s file. However, if the attorney has tried repeatedly to reach a client who is never available, and the attorney keeps a good, written record of attempts, s/he may avoid consequences.

## COURT DAY

As officers and representatives of Anchorage Youth Court, it is important for all of us to appear and act professionally, setting an example for defendants. For this reason, AYC expects members to abide by the following guidelines on court days.

### Court Attendance

For AYC’s court to function effectively, members must arrive at the office and in court on time when scheduled.

<u>Position</u>	<u>Arrive at the AYC office (838 W. 4<sup>th</sup> Ave.) before the hearing</u>	<u>Arrive at the Boney Court- house (303 K St.) before the hearing</u>
• Defense:	45 minutes	30 minutes
• Prosecution:	30 minutes	10 minutes
• Judges:	20 minutes	10 minutes
• Bailiff/Clerk	20 minutes	10 minutes

In the very rare case that an attorney cannot come to court as scheduled, due to illness or family emergency, s/he must call the office **as soon as possible**, preferably at least the day before court.

**Consequences for “no shows”:** Attorneys failing to show up for court when scheduled will receive no credit for the case: If attorneys fail to find a replacement, the volunteer coordinator will note “no show” in their file.

Additionally, the following will occur:

- Regular Court and Pre-Court No Shows
  - 1<sup>st</sup> No Show: The member will receive a verbal warning from AYC staff.
  - 2<sup>nd</sup> No Show: The member will receive a written letter of warning.
  - 3<sup>rd</sup> No Show: The Ethics Board will review the member's case for further action.

**Consequences late arrivals:** Attorneys who consistently come to the office or to court late will lose 1 hour credit for the case unless court has already begun, in which case the attorney will receive no credit, and the volunteer coordinator will mark "tardy" on their file. Should any attorney know that they will be late and make arrangements accordingly; consequences may be avoided at the discretion of staff.

- Consistent Tardies for Court
  - A late arriving attorney will receive 1 hour credit for each case.
  - A pattern of late arrivals as determined by staff will involve referral to the Ethics Board.

### **Dress Code**

Anchorage Youth Court expects its members to set a good example for the defendants and their families, providing a professional and impressive appearance, the same as we expect of our defendants. Appropriate clothing will include the following: Each member will attend court in clean, professional clothing, which does not provide a hazard to his/her safety or that of others, or distract from the required court environment.

For males:

- Slacks or khakis, dress shirt or shirt with a collar at minimum, sports jacket if the member has one, a tie adds to the appearance of professionalism

For females:

- Dress, skirt, business suit, dress pants such as slacks or khakis, conservative shirts or sweaters

Members wearing clothing or personal adornment deemed inappropriate in the reasonable opinion of the presiding judge or staff may not participate in court. Inappropriate appearance includes the following:

- Items displaying tobacco, alcohol, drugs or profanity
- Sexually provocative or revealing attire
- Chains hanging from pockets, spiked necklaces or bracelets
- Hats
- Sagging pants (waist worn at the waist), jeans, sweatpants, sweatshirts, t-shirts, or shorts
- Items displaying confederate flags
- Shoes inappropriate for business, such as flip-flops
- Generally, members must maintain a clean and neat appearance

A member who has a question regarding his/her clothing or appearance on court day may ask a staff member or any judge for guidance.

**Consequences for inappropriate appearance:** If a member looks inappropriate for court, as determined by staff, or a judge or an executive board officer with approval from staff, s/he may choose one of the following:

- Select an appropriate outfit from the AYC closet
- Not appear in court that day, which the volunteer coordinator will record as a “no show” on the member’s file. Additionally, AYC will take prior mentioned action in accordance with the “no show” section of this document.
  - 1<sup>st</sup> Inappropriate Dress: The member will receive a verbal warning from AYC staff.
  - 2<sup>nd</sup> Inappropriate Dress: The member will not be allowed to go to court and will receive a “no show” for the case.
  - 3<sup>rd</sup> Inappropriate Dress: The Ethics Board will review the member’s case for further action.

### **Court Decorum**

As Anchorage Youth Court members, while in court you represent AYC and serve as a role model for the defendant. Therefore, members should strive to present a professional image to the defendant and his/her family at all times. If all members treat court seriously and act professionally, the defendant will more likely take AYC seriously, successfully complete the sentence and change his/her behavior. For this reason, we ask each member to observe the following rules in the courtroom:

- Refrain from laughing, joking and fooling around while in the courthouse. The defendants may think we are making fun of them, and such behavior distracts from AYC’s professional appearance.
- The Alaska Court System does not allow food or beverages in the courtrooms or deliberating rooms.
- Do not chew gum.
- Do not put your feet on a seat, table or on “the bar,” roll the chairs around, or play with the courtroom equipment, cups or pitchers.
- Prosecution and defense attorneys may speak to one another only before the hearing, and only about matters pertaining to the case.
- Do not talk to the clerk, bailiff, or opposing counsel when judges leave the courtroom. While the judges deliberate, attorneys may only talk with co-counsel or client in a low voice about appropriate subjects. Defense attorneys may also speak with client’s parents/guardians as necessary. The clerk and bailiff should not attempt to talk across the courtroom. The clerk and bailiff may not speak with attorneys, defendant or defendant’s family, unless necessary to the proceeding i.e., attorney telling bailiff to let judges know court can begin.
- Turn off all cell phones in the court. Do not use cell phones while the judges deliberate, unless necessary to the proceeding.

- Do not bring outside work, such as books or homework into the courtroom or deliberation room. Prosecution attorneys will be allowed to work on other cases.

The AYC Bar Association Executive Board has determined that failure to follow any of the above courtroom guidelines constitutes unprofessional behavior. These guidelines require Executive Board members, volunteer legal advisors and judges to report unprofessional behavior to AYC staff legal advisors.

**Consequences for unprofessional behavior:** On the 1<sup>st</sup> report of unprofessional behavior, the member will receive a verbal warning. On the 2<sup>nd</sup> report, the member will receive both a written and verbal warning from the executive director. On the 3<sup>rd</sup> report, the member will face referral to the Ethics Board for further action.

The volunteer coordinator will record all reports of unprofessional behavior on an incident report form included in the AYC member's file.

### **Compliant Members**

Defendants, their families, members, Anchorage Youth Court, and public safety in the community will benefit from compliance with these professional standards. Additionally, AYC members will gain valuable hands-on experience and life enhancing skills. These members will also receive their full share of hours toward volunteer service credit, culminating in nominations for Presidential Volunteer Service Awards and AYC Incentive Awards.





## Anchorage Youth Court Clerk/Bailiff Instructions

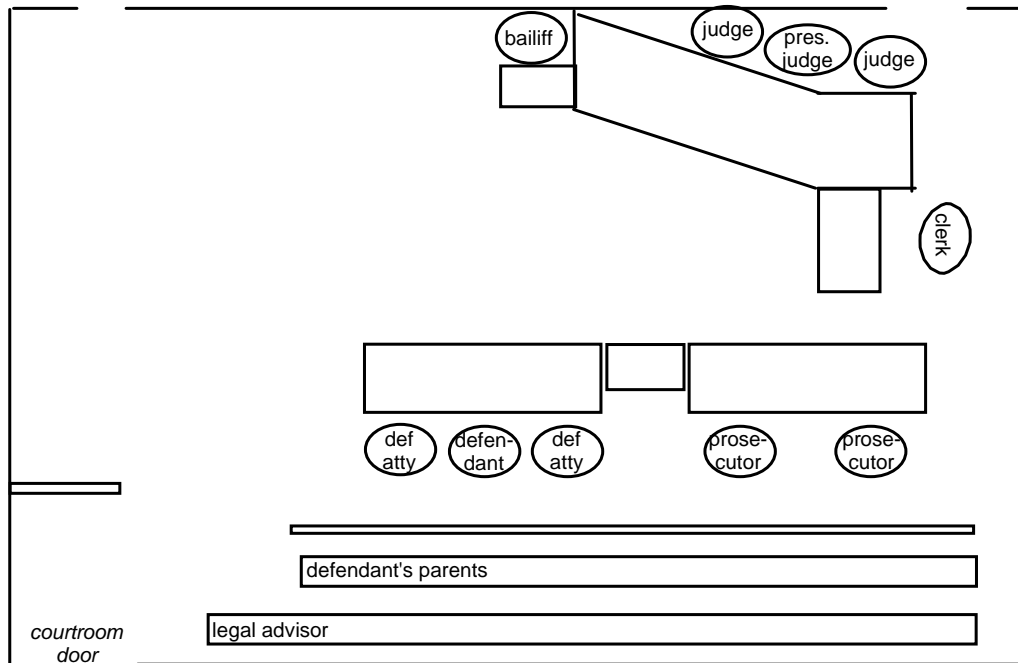
### A. AT THE MAIN OFFICE

1. Come to the main office, 838 W. 4th Ave., at least 20 minutes prior to the time court is scheduled to start. (e.g., by 3:40 for a 4:00 case).
2. Check the court schedule on the white board on the wall in the back room to find out whether you are scheduled to be the clerk, the bailiff or both. **(Note: Even if you signed up for just one job, you might end up doing both jobs. For example, if you signed up to be the clerk but the member who signed up to be the bailiff fails to show up, you will need to be both the clerk and the bailiff).**
3. Also check the court schedule on the white board on the wall in the back room to find out which courtroom you are supposed to be in.
4. Pick up the court bag for your courtroom and take it to the courtroom.

### B. IN THE COURTROOM, BEFORE COURT STARTS-

1. Remove everything from the court bag.
2. The clerk takes the tapes digital voice recorder to the cubicle where the clerk sits. **(Note: This is the cubicle that is mostly empty -- we do not use the cubicle that contains court equipment.) The diagram on the next page shows where the clerk and bailiff each sit.**
3. The bailiff takes the judges' case files, notepad and pens from the court bag to the judges back in their deliberation room.
4. **The bailiff should take the script to the judges' deliberation room and check that the judges' names in the script are correct.** (Note: This is very important -- the judges often change after the office manager initially fills in the names in the script). Also, make sure you can pronounce the names of the judges correctly. Ask them if you are unsure. You must verify which judge is presiding. The presiding judge's name is said last. **You must verify the names of the judges and pronunciation prior to each case starting (i.e. if there are 3 cases, do this prior to each case).**

5. The bailiff needs to check whether there are 3 chairs at the judges' bench. If not, the bailiff needs to place additional chairs behind the bench. Place 1 chair on each side of the big chair.
6. This is a diagram of Courtroom 47 on the fourth floor. We also frequently use Courtroom 28 on the second floor. If you are in Courtroom 28 for the first time, ask a judge or attorney where you sit.



7. The bailiff asks the prosecution and defense attorneys if they are ready to start.
8. When the attorneys say they are ready to start, the bailiff knocks on the door to the deliberation room and tells the judges that everyone is ready to go. The bailiff then returns to the courtroom to wait for the judges to enter.
9. Do not write, carve or otherwise mark on the desk at which you are sitting.
10. If there is a **third** clerk/ baliff, that person sits next to prosecution. That person does not introduce themselves or say anything in court.
11. **YOU MUST HAVE ALL THIS COMPLETED FIVE MINUTES PRIOR TO THE SCHEDULED COURT HEARING (I.E. 3:55 FOR 4:00 CASES)!**

**C. IN THE COURTROOM, DURING THE HEARING**

1. When the judges enter the courtroom, the bailiff stands up, says "all rise," and then reads from the script. Make sure that it is the judges, and not the legal advisor, entering before saying "all rise."
2. When the judges enter the courtroom, the clerk starts the digital voice recording.

**Digital Voice Recorder Instructions:**

- a. On the left side of the recorder, slide the HOLD switch off.
  - b. Plug in the microphone to the recorder in the hole labeled MIC.
  - c. Before recording, make sure you are in the right folder. Folders are indicated by the top left of a screen. There are 5 folders: A, B, C, D and E. We use the A folder. (To move between the folders, press the FOLDER/INDEX button.)
  - d. To start recording, press the RECORD button
  - e. When the judges leave the courtroom to deliberate, press the RECORD button again to pause the recording. (Do NOT press STOP – that will cause the recorder to move to a different file.)
  - f. To resume recording, press RECORD again.
  - g. When the case is done, press the STOP button.
  - h. Slide the HOLD switch back on before putting the recorder away.
3. During the hearing, the clerk and bailiff must pay close attention to what happens. A judge will sometimes ask the bailiff or clerk to get a document from an attorney and bring it to the judge. The bailiff and clerk must be alert to this possibility at all times.

**D. IN THE COURTROOM, DURING DELIBERATIONS**

1. When the judges announce that court is in recess, the bailiff stands and says, "all rise," and reads from the script. Once the judges leave the room, say "you may be seated."
2. Attorneys, clerks and bailiffs must act professionally at all times in the courtroom, even during deliberations.
3. Examples of inappropriate behavior in the courtroom include: running around; throwing items; eating or drinking (food and drink are prohibited in the courtroom); talking on a cell phone (if someone must use make a phone call during deliberations, they need to leave the courtroom); listening to music (even through headphones); playing games, including electronic games; talking loudly or laughing loudly.

**E. AFTER DELIBERATIONS**

1. The legal advisor always enters the courtroom prior to the judges. **DO NOT STAND AND READ THE SCRIPT WHEN YOU HEAR THE DOOR OPEN FOR THE FIRST TIME.** When you hear the door open for the second time, it is likely the judges, but make sure you see the judges prior to reading the script. After you verify that it is the judges, then read the script while the judges are entering.

**F. WHEN THE HEARING IS COMPLETED**

1. When the judges leave the courtroom at the end of the hearing, one of the judges will hand the judges' case file containing the sentencing order to the clerk or bailiff. If the judge fails to do so, either the clerk or bailiff must follow the judges to their deliberation room and ask for the case file.
2. At the end of each case, the attorneys involved in the case will hand their red and blue case files to either the bailiff.
3. The bailiff then takes the judges' case file and the attorneys' case files and accompanies the defendant to the basement office where the bailiff hands the case files to the Volunteer Coordinator or Sentencing Coordinator.
4. The bailiff should again go to the deliberation room to check whether any of the judges have changed and the script needs changing before the next case.
5. Once the attorneys and defendant for the next case are all present and ready to go, the bailiff should let the judges know the parties are ready to go.

**G. WHEN THE FINAL CASE IS COMPLETED**

1. The clerk is responsible to put the courtroom back in its original order and **place any chairs that were moved prior to the start of court where they were found.** There should be only **1** chair at the judges' bench. All chairs at the defense and prosecution tables should be pushed back into the table. **If there are any items that have been left behind after court is over (e.g., any paper, pencils, notebooks, trash, etc.), please pick them up and return them to the Anchorage Youth Court office. If there was an extra chair at the prosecution table, that must be returned to where it was found too.** The courtroom should be left as it was found. **DO NOT LEAVE ANYTHING IN THE COURTROOM THAT WAS NOT THERE PRIOR TO COURT!**
2. **The clerk places the digital record back in the court bag and the bailiff places the bailiff's script folder back in the court bag.**

3. The clerk or bailiff should check with the judges to see if they would like anything taken back to the main office in the court bag (e.g., note pads, pens, judge's folders or the judge's robes).
5. Either the clerk or the bailiff then **returns the court bag to the main office** at 838 W. 4th Avenue.

**H. IN THE MAIN OFFICE, AFTER COURT IS DONE**

The clerk or bailiff who returns the court bag to the main office should give it to the office manager or place it on the front desk. If the judges' robes are in the bag, please hang them up in the closet in the back room.





## Anchorage Youth Court

### PROMOTION CRITERIA/GUIDELINES

The following criteria/guidelines have been developed to delineate the qualitative skills one must possess and the quantitative requirements one must satisfy prior to being promoted to the next skill level. Since determining whether a member possesses the qualitative skills to be promoted to the next skill level is subjective in nature and within the discretion of the legal advisors,<sup>1</sup> these guidelines are simply intended to assist the AYC legal advisors in making promotion decisions and to familiarize AYC members with what to expect should they desire to advance to higher skill levels.

The skill levels are as follows:

Level 1:	Clerk/Bailiff
Level 2:	2 <sup>nd</sup> Attorney
Level 3:	Co-attorney
Level 4:	1 <sup>st</sup> Attorney
Level 5:	Judge
Level 6:	Presiding Judge

#### Level 1: Clerk/Bailiff

Once AYC students pass the bar exam and attend clerk/bailiff training, the new member is eligible to be a Level 1 clerk/bailiff.

#### A. Qualitative Skills

##### 1) Professionalism

Bailiffs and clerks are expected to act professionally in and around the courtroom. This includes wearing the appropriate attire (appearance), arriving at the AYC offices and courtrooms on time (punctuality), being organized upon arrival (organization), paying close attention in the courtroom (attentiveness) and conducting oneself professionally.

Examples of unprofessional behavior include, but are not limited to, eating, chewing gum, listening to music on headphones, cell phone use (texting included), doing homework during court, talking or laughing loudly, putting feet up on seat/railing in front of you or otherwise rolling around in the chairs.

---

<sup>1</sup> Unless expressly stated otherwise, the term legal advisor(s) as used herein refers to AYC's staff legal advisors.

## 2) Public speaking

Although bailiffs and clerks have limited speaking roles during cases, it is essential that bailiffs and clerks speak clearly and audibly.

## 3) Substantive responsibilities

Bailiffs and clerks also have substantive responsibilities that AYC expects them to perform. These responsibilities, set forth more specifically in the bailiff/clerk instruction sheet, include dealing with the script and tape during court and accompanying the defendant to the Sentencing Coordinator after the hearing.

### B. Quantitative Requirements

Every new member of AYC must serve as a bailiff and/or clerk for at least 1 full court day except those who score 100 or higher on the AYC Bar Exam. Members may serve as a bailiff and/or clerk as many times as they want. Whenever the member feels ready to be a second attorney, he or she should let the volunteer coordinator know.

## Level 2: 2<sup>nd</sup> Attorney

As a second attorney, members develop the technique and the skills needed to become a 1<sup>st</sup> attorney. AYC expects 2<sup>nd</sup> attorneys to know the case and the underlying facts. The 2<sup>nd</sup> attorney, depending upon whether he or she is prosecution or defense counsel, will present either the prosecution's case, the prosecution's sentencing recommendation, the defense's defendant profile or the defense's sentencing recommendation. Thus, for promotion to co-attorney, each 2<sup>nd</sup> attorney needs to perform each aspect of the attorneys' courtroom presentation. Generally, an AYC legal advisor will observe the member for promotion. However, a judge may observe for promotion depending upon the circumstances.

### A. Qualitative Skills

For promotion to co-attorney, each 2<sup>nd</sup> attorney will be observed to ensure he or she:

- comes prepared to court (preparation);
- knows the facts of the case (knowledge);
- delivers presentation clearly & coherently (delivery);
- confidently presents part (confidence);
- is accountable (personal responsibility)
- behaves appropriately in court (decorum);
- cooperates in the courtroom (cooperative);
- sensitive to defendant (sensitivity);

B. Quantitative Requirements

After a member has served as a 2<sup>nd</sup> attorney for 5 prosecution and 5 defense cases (10 cases total), the member will be eligible for observation. The member will then be observed 3 separate times. The observations will be unannounced.

Level 3: Co-Attorney

As a co-attorney, a member is one step away from being the lead attorney on the case. Accordingly, the emphasis at this skill level is for the co-attorney to be able to take over the case should something unexpectedly happen to the 1<sup>st</sup> attorney. Thus, the co-attorney should be able to handle all aspects of the case, from conducting defense interviews to presenting the prosecution's sentencing recommendation.

A. Qualitative Skills

To advance to 1st attorney, the member must hone the skills necessary for promotion to co-attorney. The member must be able to handle cases with multiple counts and be able to train lower level attorneys. To become a 1<sup>st</sup> attorney, members must agree to the terms of the First Attorney Contract (see attached copy).

B. Quantitative Requirements

Each member must serve as a co-attorney on at least 3 prosecution and 3 defense cases (6 cases total) before promotion to 1st attorney. An AYC staff legal advisor must observe 1 prosecution case, 1 defense case and 1 defense interview.

Level 4: 1<sup>st</sup> Attorney

As a 1<sup>st</sup> attorney, the member has a firm handle on all aspects of prosecuting and defending an AYC case. The 1<sup>st</sup> attorney must abide by the terms of the First Attorney Contract (copy attached) and train lower level attorneys. The 1<sup>st</sup> attorney must be able to handle any and all aspects of the case, from case preparation to court procedure to court protocol. The 1<sup>st</sup> attorney must also demonstrate knowledge of the AYC rules, evidentiary rules, and criminal rules. In addition, the 1<sup>st</sup> attorney must show that he or she can be relied upon, depended upon, and trusted.

A. Qualitative Skills

- 1) Pre-Court: thorough preparation of self and co-counsel, dressed appropriately, on-time & knows case file;

- 2) **In-Court:** the 1<sup>st</sup> attorney must demonstrate confidence and control, be attentive, be flexible, and have a general presence in the courtroom. The 1<sup>st</sup> attorney must also be able to represent his or her client effectively – present the case in the best light possible and be able to respond to any comments or questions effectively.
- 3) **Decision Making:** the 1<sup>st</sup> attorney must take an active role in the prosecution or defense of a case; the 1<sup>st</sup> attorney must be able to take a leadership role and express his or her own ideas, interact and cooperate with others, must be able to respect others’ opinions and reach consensus, and demonstrate compassion for the victim and the defendant.
- 4) **Master Rules:** the 1<sup>st</sup> attorney must demonstrate technical knowledge of the AYC rules, criminal rules and evidence rules.

**B. Quantitative Requirements**

Each member must serve as a 1<sup>st</sup> attorney on at least 5 additional prosecution and 5 defense cases (10 total). Each 1<sup>st</sup> attorney desiring promotion to judge will be observed 4 times – 2 prosecution and 2 defense cases. These observations will be unannounced. Only an AYC legal advisor may observe and promote a 1<sup>st</sup> attorney.

**Level 5 : Judge**

Unless special circumstances warrant otherwise, a member must be in the 10<sup>th</sup> grade or 16 years old to be eligible for appointment as a judge.

Each member must submit a dated letter of intent that contains

1. the member’s name, address, school, grade, and date of birth;
2. a statement regarding how the member will arrange his or her schedule and make a firm commitment to judge at least 1 day a week for the 3 month term of commitment;
3. an explanation of the member’s understanding of a judge’s duties;
4. an explanation concerning how the member’s background meets these requirements;
5. an explanation concerning why the member should hold the office and/or why the member wants to hold the office

Each judge applicant must attend the following programs: MYC tour, court security tour, Cook Inlet Pre-Trial facility (CIPT) tour and diversity appreciation training. Other training requirements may be added.

## Level 6: Presiding Judge

To reach the highest skill level, that of a presiding judge, a member must master all of the skills required of a judge and satisfy all other judging requirements. Additionally, the member must actually train with current presiding judges to ensure he or she can handle each role of the judge. How long the member trains depends upon how quickly he or she demonstrates to the presiding judges that are training the member that he or she has mastered the skills. Promotion to presiding judge requires certification from both the Chief Judge and either a legal advisor or the executive director.

<u>Level</u>	<u>Quantitative Requirement</u>
Clerk/Bailiff	Pass bar exam; attend clerk/bailiff training
2 <sup>nd</sup> Attorney	1 court day
Co-Attorney	5 prosecution, 5 defense (10 total)
1 <sup>st</sup> Attorney	3 prosecution, 3 defense (16 total)
Judge	5 prosecution, 5 defense (26 total)
Presiding Judge	will vary on a case-by-case basis

## Disclaimer

AYC established the foregoing guidelines with the premise that they serve as just that – guidelines. As such, the AYC legal advisors may change, waive or impose requirements they deem appropriate. The guidelines will apply as soon as they are approved and will be applied to existing members on a case-by-case basis. AYC may also adjust these guidelines from time to time depending upon AYC's caseload and whether AYC has to implement a rotating case system. Finally, AYC is establishing a penalty system whereby a member will be penalized for various reasons, such as failing to show up for a case with or without excuse, consistently failing to contact defendants, breach of confidentiality, and/or unprofessional performance. Penalties will include demotion and restriction of access to new cases.





## ANCHORAGE YOUTH COURT CASE LOG

NAME: \_\_\_\_\_

	Court Date	Case #	Role (circle one)				
1.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
2.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
3.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
4.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
5.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
6.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
7.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
8.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
9.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
10.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
11.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
12.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
13.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
14.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
15.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
16.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
17.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
18.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
19.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
20.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
21.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
22.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
23.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
24.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
25.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
26.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
27.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
28.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
29.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge
30.			Clerk	Bailiff	Def. Atty	Pros. Atty	Judge





## ANCHORAGE YOUTH COURT ACTIVITIES LOG

NAME: \_\_\_\_\_

	Date	Activity	Start Time	End Time	Total Time
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					





**Anchorage Youth Court/Anchorage School District  
Credit by Choice Program Requirements  
120 Hours Earns 1/2 Elective Credit**

**Anchorage Youth Court  
PO Box 100359  
Anchorage, AK 99510  
Ph: 274-5986  
Fax: 272-0491  
E-mail:  
[info@anchorageyouthcourt.org](mailto:info@anchorageyouthcourt.org)**

**ENTRY REQUIREMENTS**

The candidate will be a high school student in Anchorage, Eagle River, or Chugiak and an active member of Anchorage Youth Court (AYC). Active Anchorage Youth Court members have attended 2 of the last 3 AYC Bar Association meetings, and participated in AYC court and bar association activities. (Incoming members will fulfill “active status” requirements after they’re sworn in.)

*You will receive credit for time AFTER the following:*

- 1. Your counselor signs the ASD Credit By Choice forms*
- 2. You give the originals to your ASD counselor and a copy to AYC*
- 3. You meet with or telephone the AYC executive director to determine your goals and get your AYC Credit by Choice materials.*

**PARTICIPATION REQUIREMENTS**

120 hours in court and AYC Bar Association activities to complete each of the following:

**Current Members**

- 45 hours: 15 cases as Prosecution Attorney\***
- 45 hours: 15 cases as Defense Attorney\***
- 10 hours: 5 AYC Bar Association meetings**
- 20 hours: AYC Bar activities**

**Incoming Members**

- 25 hours: Class, exam & swearing-in**
- 9 hours: Clerk or bailiff (3 court days of 3 cases each)**
- 33 hours: 11 cases as Prosecution Attorney**
- 33 hours: 11 cases as Defense Attorney**
- 8 hours: 4 AYC Bar Association meetings**
- 12 hours: AYC Bar activities**

**\*AYC Judges** will prosecute **6** cases & defend **8** cases (**42** hours), judge **16** court days of **3** cases each (**48** hours) in addition to the other requirements for current members.

**(AYC Bar Association activities include** committee work, presentations, fundraising events, career education tours, state youth court conferences, and may include writing charging documents. Career education examples include McLaughlin Youth Center, Drug Enforcement Agency, FBI, Anchorage Police Department, Alaska Court System, etc.)

**GRADE POLICY**

Participants will earn **PASS/FAIL credit** upon completing their Credit by Choice project within two semesters. Exception: In case of extended medical absence AYC will require a doctor’s note and counselor’s signature to complete the program and gain credit.