

## ***Hearing Proceedings***

The **Bailiff** seats the Defendant and the Defendant's Parent/Guardian as they arrive.

At 6:00 PM everyone assembles in the Courtroom to take the **Oath of Confidentiality** which is administered by the **Bailiff**.

The **Bailiff** calls the Court to order and announces the Judge.

The Judge addresses the Court and asks the **Clerk** to administer the oath to the **Jury**.

The **Clerk** asks the Jury members to stand and raise their right hand. The **Clerk** then swears in the Jury.

The **Clerk** then asks the Defendant to view their assigned Jury to see if they know anyone on the Jury panel and the Jury is asked if anyone knows the Defendant. The **Clerk** is responsible for any reassignments of Jurors that may have to be done at this time.

At this time, the **Bailiff** will escort all but the 1<sup>st</sup> case out of the court room.

The Judge asks the **Clerk** to call the first case. The **Clerk** calls the case in a clear strong voice.

The Judge briefly explains the nature of the charge to the Jury.

The **Clerk** reads the Style of the Case aloud to the court.

The Defendant is asked to step forward and be sworn in by the Judge. Following the oath, the Defendant takes the seat in the witness chair.

When questioning is finished the Judge instructs the Defendant to return to their seat at the defense table.

The Judge directs the Jury Sentencing Form to be handed to a Jury member. The Judge then directs the **Bailiff** to escort the Jury to the deliberation room where they will retire and reach a constructive sentence.

The **Bailiff** then escorts the Defendant and their family from the courtroom.

The Bailiff waits in the courtroom while the Jury is in deliberation. The Bailiff ensures that the Jury's conversations are not too loud to be heard by those in the courtroom.

The **Clerk** calls the next case while the Jury is deliberating.

The Foreperson advises the **Bailiff** that the Jury has reached a decision.

The **Bailiff** brings the Court to order if it has been in recess and escorts the Jury back into the Courtroom. At the Judge's direction, the **Bailiff** hands the Jury Sentencing Form to the Judge for review and then returns the form to the Jury Foreperson.

The Judge instructs the Defendant to stand for the reading of the sentence by the Jury Foreperson.

The **Clerk** records the sentence onto the Court Docket.

The Judge questions the Defendant regarding his/her understanding of the sentence.

The Judge instructs the Defendant to meet with the Youth Court Coordinator to complete the necessary paperwork.

The Judge dismisses the Jury or asks the **Clerk** to call the next case.

If there is another case to be heard, the hearing process begins again. If there are no other cases to be heard, the **Bailiff** adjourns the Court.