

Peer Court Procedure

1. **Chairperson:** Call court to order.
2. **Bailiff:** Monitor for hats and gum.
Administer Peer Court Oath for the panel.
3. **Case Presenter:** Present the case to the panel.
Thoroughly read through all materials, including school records, if available. Discuss possible questions.
Assign a Youth Advocate for all elementary students.
4. **Chairperson:** When the panel is ready, ask the Bailiff to bring in the family.
5. **Bailiff:** Meet and greet the referred youth and parents.
Lead family (& school officials or victims) into courtroom.
Seat school officials or victims in the benches near the panel.
6. **Chairperson:** Welcome everyone & thank them for choosing to participate.
Introduce yourself and have panel introduce themselves.
Ask the family & any other participants to introduce themselves. Ask Bailiff to give the Oath and Confidentiality statement.
7. **Bailiff:** Ask the youth to please stand and raise his/her right hand.
Administer Oath to Affirm and ask the youth to be seated.
Read the Confidentiality Statement. Ask if s/he understands.
8. **Chairperson:** Ask Secretary to read the Referral form.
9. **Secretary:** (*Youth Name*) has been referred to Salt Lake Peer Court by (*school*) for the offense of (_____).
Then read the highlighted portion of the referral comments.
Read Victim Impact Statement if available.

- 10. Chairperson:** Ask youth if s/he admits the charge.
Ask youth to explain what happened in his/her own words.
Ask victim or school officials if they want to comment.
- 11. Chairperson:** Invite panel to ask questions.
- 12. Chairperson:** Excuse youth and observers when there are no more questions.
we'd like to excuse you now while we talk to your parent(s).
- 13. Bailiff:** Escort youth and observers to hall. Return to courtroom.
- 14. Panel:** Ask the parent(s) additional questions and for recommendations.
- 15. Chairperson:** When there are no more questions, ask the following:
*Is there anything you have said, that you do **not** want us to share with your child?*
Excuse parent.
- 16. Bailiff:** Escort parent to the hall and youth back to the courtroom.
- 17. Panel:** Ask the youth additional questions.
- 18. Chairperson:** When there are no more questions, ask the following:
*Is there anything you have said, that you do **not** want us to share with your parent?*
Excuse youth.
- 19. Bailiff:** Escort youth to the hall.
If the school official or victim would like to comment further to panel, escort them into courtroom separately.
- 20. Chairperson:** When questioning is completed, facilitate deliberation.
The panel must sit around the table so they can deliberate more effectively. Ensure that each panel member is heard in a focused discussion. Panel comes to consensus on the Disposition and Justifications, Mentor, and the Return Date.
- 21. Secretary & Court Clerk:** Fill out the Contract and ensure that all forms are processed appropriately.

- 22. Chairperson:** When court is ready to proceed, ask Bailiff to escort the family back.
- 23. Bailiff:** Escort family back.
- 24. Chairperson:** Ask Secretary to read the Contract.
- 25. Secretary:** Read Contract and the Justification for the requirements. Introduce the Mentor.
- 26. Chairperson:** Ask the youth the following:
1) *Do you understand the Contract or have any questions?*
2) *Do you agree to complete everything by the Return Date?*
3) *Remember that you must complete everything by the return date or you will be referred back to the referral source.*
- 27. Secretary:** Youth and parent sign the Contract.
Give case file to the Mentor.
- 28. Chairperson:** Thank the Family for participating and excuse them to meet outside the courtroom with the Mentor & Advisor. *Thank you for participating. You are now excused to meet with your mentor and advisor outside the courtroom.*
- 29. Mentor & Advisor:** Meet with Family to firm up details, paperwork & answer questions. Use 'Initial Mentor Meeting Checklist' form.

After meeting with the family, make sure all paperwork is in the file and returned to the file box.
- 30. Court Clerk:** Complete the Courtroom Calendar for this case.