

Client Case Information Sheet

Purpose of Form: To provide youth court volunteers with background information and relevant contact information on their assigned case.

Reason for Using Form:

The *National Youth Court Guidelines* (Guideline 6, Chapter 9) recommend that youth court programs ensure that youth attorneys or jury panel members are given adequate time and access to information needed to prepare for their cases. The more time attorneys or jury panels have to prepare for a case, the more effective they will be in presenting their case. In addition, the youth court will be more successful in facilitating a process that adheres to principles and values of restorative justice and reasonably meets the respondent's, respondent's family, victims, and community's needs.

Suggested Ways to Use the Form:

- Review the form and adjust to meet your program's needs, policies, and procedures.
- Provide this form to volunteers 1-2 weeks prior to the scheduled hearing date. There are several ways that youth courts have arranged to pass along information on cases to youth volunteers. Some strategies that have been used include:
 - Mail the Case Information Sheet to the youth volunteers.
 - Arrange for a secure location at the volunteers' schools where you can drop off Case Information Sheet in a sealed envelope for volunteers to pick up.
 - Have volunteers come by the youth court office to pick up their Case Information Sheet.
- Provide as much relevant information as possible on the form. When you list phone numbers and other contact information for respondents, parents/guardians, victims and other witnesses, make sure to include information you may have on the best times to contact the individual (e.g., days of the week, during daytime hour or in the evenings, etc.). Be sure to indicate if there are restrictions on contacting the individuals (e.g., a parent does not want the volunteer to leave a message for them at work they do not want their co-workers to know about their child's offense).
- Do not include information on the form that you do not want volunteers to use. For example, do not include the phone number of a victim or other witness who has expressed to you that they do not want to be contacted by a youth volunteer or to provide input about the case.
- Depending on your program, other witnesses you could list on the form in the victim/witness section include arresting officers, school administrators, etc. Make sure, however, that these individuals know their contact information is being provided to the volunteers and that they may be asked to provide information on the case either via phone, in-person interview with the youth volunteer, or through oral testimony during the hearing.

[NAME AND CONTACT INFORMATION FOR YOUR YOUTH COURT PROGRAM]

Case Information Sheet

Respondent Information

Youth's Name: _____
Address: _____
Telephone Number: _____
Date of Birth: _____ Age: _____
School: _____
Grade: _____

Parent(s)/Guardian Information

Parent/Guardian Name(s): _____
Address: _____
Home Phone Number: _____
Work Phone Number: _____
Available to Contact: [List days and hours here and any special instructions you
may have for contacting this individual.] _____

Offense Information:

Offense (Law and Section): _____
Date of Offense: _____
Description of Offense: _____

Youth Court Scheduling Information

Youth Court Case Number: _____
Scheduled Appearance in Youth Court: _____
Youth Court Judge: _____
Youth Court Prosecutor: _____
Youth Court Clerk: _____
Youth Court Defense Attorney: _____
Youth Court Jury Foreperson: _____

Attorney Mentor Information

If you have questions about while preparing for this case, please contact the following individual(s) for assistance.

Name of Mentor: _____
Phone Number: _____
Available to Contact: _____

Referral Information

Referring Agency: _____
Referring Individual: _____

Victim/Witness Information

The following individuals have agreed to let you contact them to interview them regarding information they have about this case. If you have difficulty getting in touch with your witnesses, please let the youth court coordinator know as soon as possible.

Victim/Witness Name: _____
Address: _____
Phone Number: _____
Available to Contact: [List days and hours here and any special instructions you may have for contacting this individual.] _____

Arresting Agency: _____
Arresting Law Enforcement Person: _____
Phone Number: _____
Available to Contact: [List days and hours here and any special instructions you may have for contacting this individual.] _____

Additional Instructions: [List any additional information or instructions to the youth volunteers regarding this case.] _____

Please remember to leave your client case worksheets with [Insert Youth Court Program Coordinator Name] before you leave the courtroom.