

## **JOB DESCRIPTION FOR THE BAILIFF**

The general duty of the Bailiff as an officer of the court is to assist the Judge and to maintain order in the courtroom. The Teen Court Bailiff will open and close each court session and announce recesses when requested to do so by the Judge. It is important to stand straight and speak loud and clear. The way the Bailiff acts sets the tone in the courtroom.

### **RESPONSIBILITIES AND PROCEDURES**

- As the Judge enters the courtroom, say:  
“All rise.” Then say . . .  
“Oh yes! Oh yes! Oh yes! This honorable court for the County of Durham is now open and sitting for the dispatch of its business. The Honorable Judge (Judge’s name) presiding. God save the State and this honorable court.”
- After the Jury hears the case and is ready to leave the courtroom to deliberate, get the Jury Verdict form from the Clerk and give it to a member of the Jury, and lead the Jury to the deliberation room.
- When the Foreperson informs the Bailiff that a verdict has been reached, the Bailiff notifies the Judge or the Teen Court Coordinator and escorts the Jurors back to the courtroom when told to do so.
- Announce any recesses as directed to do so by the Judge.
- Provide assistance to the Judge as directed. For example, the Judge may direct you to order that a particular individual remove his hat, refrain from talking etc.
- At the end of the court session, be certain that the Jury Verdicts are returned to the Clerk or the Teen Court Coordinator.