

JOB DESCRIPTION FOR CLERK OF COURT

The Clerk of Court is responsible for recording and maintaining the paperwork for each case hearing. The Clerk monitors the docket and assists the Teen Court Coordinator in determining that parties (defendants and attorneys) are present and that jurors are assigned for each case. At the end of the court session, the Clerk gives all the paperwork to the Teen Court Coordinator or another staff member.

Be certain to arrive on time and dress appropriately for court. In addition to the above recording duties, it is the general duty of the Clerk to assist the Judge.

RESPONSIBILITIES AND PROCEDURES

- When requested by the Judge, administer the Oath of Confidentiality. Ask everyone present to:
“ Please, stand, raise your right hand and repeat after me
(recite the Oath and break at the appropriate pause breaks)”

- Call cases when directed to do so by the Judge:
“ Calling case 97 TC 000000 in the case of State vs.
(offender’s first name)

- Swear in the defendant and other witnesses before they take the stand to testify. Say, “Place your left hand on the Bible and raise your right hand.” Then say to the witness, “Do you solemnly swear or affirm that the testimony you are about to give shall be the whole truth and nothing but the truth, so help you God?”

Offender says, “I do.”

The Clerk says, “Be seated.”

- When directed, hand the Jury Verdict to the Bailiff.
- Record Jury Verdicts on the Court Docket, and collect Jury Verdicts.
- At the end of the Court, return all paperwork to the Teen Court Coordinator or another staff member - be certain to return the copies of the Oaths, the Docket with recorded verdicts, and the Jury Verdicts as signed by the Jury Foreperson and the Judge.