

## Volunteer Case Schedule

**Purpose of form:** To let volunteers know when they are scheduled for youth court hearings.

**Reason for form:** Scheduling volunteers for youth court hearings at least 6 months in advance provides adequate time and notice for youth to plan for attending hearings and inform staff of any conflicts with their schedules. Youth can put their scheduled dates on their personal calendars. The schedule also shows the youth who they will be working with on cases.

### **Suggested ways to use the form:**

- Review the suggested format and make appropriate adaptations to meet your program's needs (e.g., type of volunteer roles your program model utilizes, number of teams you need (depending on the number of cases that you typically hear in a given evening).
- Refer to volunteers' applications to determine possible dates they would not be available (e.g., football season) and avoid scheduling them for those times.
- If it has been awhile since the volunteers have completed an application, ask each volunteer to inform you of the dates they know they would not be available within the time frame of your case schedule.
- Make sure that the date of each hearing is listed, along with the volunteers' names and their assigned roles for each hearing date.
- Place your program's contact information on the schedule prominently and state on the form who volunteers should contact in advance if they are unable to participate in a hearing for which they have been scheduled. State how far in advance you want to be informed and the preferred method for them to contact you (e.g., phone, email).
- In addition to providing each volunteer with a copy of the case schedule, post the case schedule in a prominent place in the youth court office where it can be seen by volunteers. If you have a program website, consider posting the information on the website.
- Determine how far in advance you will schedule cases (we suggest at least 6 months in advance).
- Include dates that hearings will not be held on the schedule (e.g., holidays).
- Prepare a cover sheet for the Volunteer Case Schedule that includes the name of your program, the timeframe of the schedule, a listing of hearing dates within that time frame, a list of dates on which no hearings will be held, and program contact information.
- Refer to this form when you are scheduling respondents' hearing dates. If you utilize a team format for volunteer assignments, then you can assign a team to a respondent's case during the docketing process.

**[Insert Program Name]**  
**[Insert Program Contact Information]**

**Volunteer Case Schedule**

Volunteers have been scheduled for the following hearing dates between *[insert first hearing date and last hearing date]*. Please inform *[insert name of coordinator]* at least *[insert how far in advance you want to be notified when a volunteer is unable to attend on an assigned date]* before your scheduled hearing dates if you are unable to attend. If you do not inform *[insert program coordinator name]* that you are unable to attend and you do not show up, you may be *[insert consequence]*. You can reach *[insert coordinator name]* at *[insert how you want coordinator to be contacted]*.

Youth court hearings are held *[indicate when hearings are held, e.g., every Thursday evening from 7:00 – 8:30]* at the *[indicate location where hearings are held]*. We will not hold hearings on the following dates:

- *[list dates and reason]*

Volunteers are expected to arrive at *[indicate time]* and be picked up by *[indicate time]*.

| <b>[Hearing Date]</b>  |
|--|
| <p><b>TEAM A</b></p> <p>Judge:</p> <p>Prosecuting Attorney:</p> <p>Defense Attorney:</p> <p>Court Clerk:</p> <p>Bailiff:</p> <p>Jurors:</p><br><p><b>TEAM B</b></p> <p>Judge:</p> <p>Prosecuting Attorney:</p> <p>Defense Attorney:</p> <p>Court Clerk:</p> <p>Bailiff:</p> <p>Jurors:</p> |

**TEAM C**

Judge:

Prosecuting Attorney:

Defense Attorney:

Court Clerk:

Bailiff:

Jurors:

**[Hearing Date]**

**TEAM A**

Judge:

Prosecuting Attorney:

Defense Attorney:

Court Clerk:

Bailiff:

Jurors:

**TEAM B**

Judge:

Prosecuting Attorney:

Defense Attorney:

Court Clerk:

Bailiff:

Jurors:

**TEAM C**

Judge:

Prosecuting Attorney:

Defense Attorney:

Court Clerk:

Bailiff:

Jurors: