

General Practice Hearing Checklist for Juvenile Court Judges/Hearing Officers

- Oversee and approve courtroom security procedures to ensure that the environment is safe and secure.
- Meet with juvenile justice system stakeholders to establish court-appropriate clothing expectations during juvenile court proceedings.
- Be aware of issues pertaining to trauma in the courtroom; control courtroom activities such as noise, movements, and other distractions
- Be knowledgeable about the dispositions and services available to the court; visit residential and community-based programs.
- Be aware of written guidelines for restitution programs.
- Set expectations that Public defenders are fully trained in juvenile court matters, meet with juveniles prior to hearings, and are prepared for all hearings.
- Record or keep full minutes of each hearing.
- Remove restraints prior to the commencement of the hearing unless the Court determines on the record, after providing the juvenile an opportunity to be heard, that they are necessary to prevent:
 1. Physical harm to the juvenile or another person;
 2. Disruptive Courtroom behavior, evidenced by a history of behavior that created potentially harmful situations or presented substantial risk of physical harm; or
 3. The juvenile, evidenced by an escape history or other relevant factors, from fleeing the Courtroom.
- Introduce yourself to everyone in attendance, and ensure that all who are present introduce themselves and the purpose for their attendance at the hearing, and determine their eligibility to be present.
- Ensure that all parties are in receipt of documents related to the hearing.
- Ensure that parent(s) or guardian(s) of the juvenile are present. If not, determine the reason for absence and make necessary arrangements for future participation.
- Conduct the hearing in an informal but orderly manner.
- Ensure the victim has a right to be present.
- Ensure that the juvenile, parents and the victim are given an opportunity to be heard.
- At the conclusion of the hearing, summarize the proceeding for all those in attendance, confirm what just occurred, explain any next steps and relevant timelines, and ensure understanding of any expectations prior to the next hearing.