



SUPERIOR COURT OF CALIFORNIA  
County of Orange  
Community Engagement Division

# COURT AMBASSADOR COURT TOUR MANUAL



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# WELCOME

Thank you for your time and interest in educating students and court visitors. As a Court Ambassador, you play a vital role in teaching court visitors about our justice system and will be providing them with a unique experience.

This manual has been designed to give you the necessary information to conduct an educational and interactive tour.

## **Journey Through Justice Court Tour Program Mission Statement:**

The mission of the Court Tour Program is to teach respect for the Constitutions of the United States and the State of California and the rule of law. It also serves to foster a positive perception of the court and the legal profession.



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*Note to Court Ambassador: The following information is for educational purposes only. You will not need to explain all of this to the students; it is just a reference to assist you in answering questions.*

*Please familiarize yourself with this information. However, do not hesitate to say, "I don't know" if you are unsure of a correct response.*

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# General Information

## Sample Tour Agenda

TIME	
9:00 AM-9:30 AM	Students arrive at Court and greeted by Court Ambassador
9:30 AM-10:30 AM	Careers in the Court Program
10:30 AM to 11:00 AM	Group Photograph and Final Announcements
11:00 AM to 12:00 PM	Observe Arraignment Court/Explore Courthouse
12:00 PM	Students Depart

**Parking Information:** Parking will be validated for Court Ambassadors. Please review parking information for specific parking lot(s) (Maps Provided)

## Arrival Information

Court Location: **Central Justice Center**  
700 Civic Center Drive West  
Santa Ana, CA 92701  
Community Engagement Office  
657-622-7530

**West Justice Center**  
8141 13th Street  
Westminster, CA 92683  
657-622-5949

**North Justice Center**  
1275 N Berkeley Ave  
Fullerton, CA 92832  
657-622-5627

**Harbor Justice Center**  
4601 Jamboree Road  
Newport Beach, CA 92660  
657-622-6480

Meeting Point: Administration Office

Meeting Time: 8:30-8:45 a.m.

COURT AMBASSADOR CHECK IN LOCATIONS	
CJC	Catalina Roger, 4 <sup>th</sup> Floor, C8 Jury Room (Call 657 622 7505 Staff will meet you off the 4 <sup>th</sup> floor elevators)
WJC	Jasmine Lopez, 1 <sup>st</sup> Floor, Administration Office
NJC	Rick Valdez, 3 <sup>rd</sup> Floor, Room 315, Administration Office
HJC	Nadjia Jones-Freedman, 1 <sup>st</sup> Floor, Room 104, Administration Office

Please arrive early to allow time to enter through the airport-style metal detectors. **Please remind students that cell phones must remain off for the duration of the tour.**

# History of Orange County's Courthouse

## Journey Through Justice Court Tour Program

**A**s part of its services to community, the Superior Court, County of Orange has a Journey through Justice Court Tour Program made possible by the Court's Community Engagement Division and volunteer Court Ambassadors. An earlier version of this program was started by an organization called the Orange County Lawyers' Wives and then thereafter expanded to include interested civic minded community leaders. Their valuable contribution included recruiting and training new volunteers and guiding court tours for middle, high school, and college students.

The current Journey Through Justice Court Tour Program takes students from the classroom to the courtroom, allowing them to witness first-hand the administration of justice. Each tour accommodates 15 to 50 students and is scheduled throughout the school year, approximately October through June. Participants of the court tour can expect to:

- Be able to distinguish between the different levels of crimes, i.e., infraction, misdemeanor, and felony.
- Observe court proceedings.
- Meet representatives from the District Attorney's Office, the Public Defender's Office, the Sheriff's Department and/or the Interpreter's Office. Students will learn how each agency plays an important role in our judicial system.
- Learn about the educational requirements needed to pursue various careers within the judicial system; and
- Meet and interact with a judicial officer.

# The Three Branches of Government

The Constitution of the United States divides the government into three separate but equal branches to ensure that no individual or group will have too much power.

The three branches are:

- **LEGISLATIVE BRANCH – CREATES LAWS**
  - » The Federal Congress is composed of two parts: The House of Representatives and the Senate which convene in the U.S. Capitol Building in Washington D.C.
  - » The California legislature is comprised of two houses: The State Senate and the State Assembly which convene in Sacramento.
  - » Each state has its own legislative body.
- **EXECUTIVE BRANCH – CARRIES OUT/ENFORCES LAWS**
  - » Federally it is comprised of the President, Vice-President, Cabinet, and most federal agencies.
  - » The head of the executive branch in California is the Governor.
- **JUDICIAL BRANCH – EVALUATES/INTERPRETS/APPLIES LAWS**
  - » The U.S. Supreme Court is in Washington D.C. and is comprised of nine justices: one Chief Justice and eight Associate Justices.
  - » Each state has their own state courts typically made up of a Supreme Court, Appellate Courts, and Trial Courts. In California, the highest Court is the California Supreme Court which is comprised of one Chief Justice and six Associate Justices. The California Courts of Appeal are divided into six appellate districts based on geography. Finally, California has 58 trial courts, called Superior Court, one in each county. Orange County is the third largest Superior Court in California with 127 judges and 16 commissioners.
  - » The California court system is governed by a 27-member Judicial Council that is the policy-making body of the California courts and is led by the State's Supreme Court Chief Justice.

Each branch of government can change acts of the other branches. This ability of each branch to respond to the actions of the other branches is called the system of checks and balances. A few examples of this are:

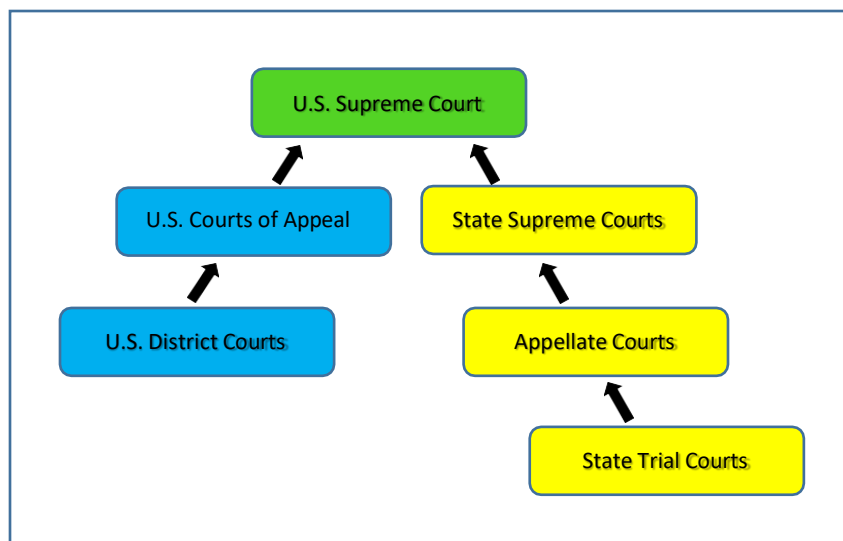
- The President can veto legislation created by Congress and nominates

heads of federal agencies.

- Congress confirms or rejects the president's nominees and can remove the President from office in exceptional circumstances.
- The Justices of the Supreme Court, who can overturn unconstitutional laws, are nominated by the President, and confirmed by the Senate.



## Background Information About the Judicial System



### State of California

#### **State Trial Courts**

The California state trial court system is the largest in the nation with approximately 1,800 justices and judges, 6 million cases, and serves a population of more than 39.5 million people. It consists of 58 superior (trial) courts that reside in each of the state's 58 counties.

Each trial court is managed by a Presiding Judge who manages the judges throughout their county and receives policy advice from the Executive Committee of judges. The Presiding Judge is elected by fellow judges and serves a two-year term. The Assistant Presiding Judge assists the Presiding Judge with their duties. Day-to-day oversight and administrative management are provided by the Court Executive Officer. The Court Executive Officer receives policy and administrative advice and support from the Executive Team and manages court operations. The Chief Financial Officer is responsible for managing the court's financial resources.

Superior Court judges serve six-year terms and are elected by county voters on a nonpartisan ballot at a general election. General elections occur every two years. Vacancies are filled through open election or by appointment by the Governor. A superior court judge must have been an attorney admitted to practice law in California or have served as a judge of a court of record in this state for at least 10 years immediately preceding election or appointment.

## **State Appellate Courts**

The next level of authority is with the Courts of Appeal which are divided into six appellate districts, based on geography, and some of the appellate districts are further divided into Divisions. A three-judge panel reviews Superior Court decisions that are being contested by a party to the case. Each district has a presiding justice and two or more associate justices. Appellate justices are appointed by the governor and confirmed by the Commission on Judicial Appointments. The same rules that govern the selection of State Supreme Court Justices apply to those serving on the Courts of Appeal. Orange County is in the Fourth Appellate District, Division Three. Decisions of the panels, known as opinions, are published in the California Appellate Reports if they meet certain criteria. In general, an opinion is published if it establishes a new rule of law, involves a legal issue of continuing public interest, criticizes existing law, or makes a significant contribution to legal literature. Appellate Court justices are subject to retention elections every 12 years.

## **State Supreme Court**

At the head of the California court system is the Supreme Court of California. It is the state's highest court, and its decisions are binding on all other California state courts. It may grant review of cases decided by the Courts of Appeal and in other cases such as death penalty appeals and disciplinary cases involving judges and attorneys. One Chief Justice and six associate justices are appointed by the Governor, confirmed by the Commission on Judicial Appointments, and confirmed by the public at the next general election. Like Appellate Court Justices, a California Supreme Court Justice also comes before the voters at the end of his or her 12-year term. To be eligible for appointment, a person must have been a member of the State Bar of California or a judge of a court in this state for at least 10 years. State courts are the final arbiters of state laws and constitutions. Their interpretation of federal law or the U.S. Constitution may be appealed to the U.S. Supreme Court and that court may choose to hear or not to hear such cases.

## **Federal**

### **Federal District (Trial) Courts**

United States District Courts are federal trial courts that have jurisdiction over cases involving the United States government, the Constitution or federal laws, or controversies between states or between the U.S. government and foreign

governments. There are 94 judicial districts that are organized into 12 regional circuits. Each district includes a U.S. bankruptcy court as a unit of the district court. Orange County is part of the Central District of California. Federal judges are nominated by the president and confirmed by the Senate. They hold office during good behavior, typically, for life. Through Congressional impeachment proceedings, federal judges may be removed from office for misbehavior, including high crimes and misdemeanors.

### **Federal Courts of Appeals (Circuit)**

The United States Courts of Appeals consist of 12 regional circuits. This court's task is to determine whether the law was applied correctly in the federal trial (district) court as well as decisions of federal administrative agencies. Federal judges are nominated by the president and confirmed by the Senate. They hold office during good behavior, typically, for life. Through Congressional impeachment proceedings, federal judges may be removed from office for misbehavior.

### **U.S. Supreme Court**

The United States Supreme Court is the nation's highest court in the United States. It is the final arbiter of the law and charged with ensuring the promise of equal justice under the law and thus functions as the guardian and interpreter of the U.S. Constitution. It can invalidate legislation or executive actions. When the Supreme Court rules on a constitutional issue, that judgment is virtually final; its decisions can be altered only by the rarely used procedure of constitutional amendment or by a new ruling of the Court. However, when the Court interprets a statute, new legislative action can be taken. The power to nominate the Justices is vested in the president of the United States and appointments are made with the advice and consent of the Senate. The Justices have lifetime tenure unless they resign, retire, or are removed from office.

## Types of Cases This Court Hears

### **Civil Cases**

Includes both limited civil cases (\$25,000 or less) and unlimited civil cases (over \$25,000). May involve cases in which a person, group of persons or other legal entity brings an action to recover money or property, to enforce a contract, or to protect someone's civil rights. Petitions to change one's name/gender, to change a child's name, or petitions seeking civil harassment restraining orders are also processed by the Civil Division.

### **Small Claims Cases**

An individual, which includes a sole proprietorship, may file a claim up to a maximum of \$10,000. If the business is a corporation, partnership, or anything other than a sole proprietorship, the maximum claim amount is \$5,000.

### **Landlord/Tenant Disputes (also known as Unlawful Detainer cases)**

Civil cases in which a landlord attempts to evict a tenant.

### **Probate Cases**

Includes, but is not limited to, decedents' estates, trust proceedings, guardianship proceedings (appointment of someone to care for a person under the age of 18) and conservatorship proceedings (appointment of someone to care for an adult unable to care for himself or herself).

### **Family Law Cases**

Includes dissolution (also known as divorce), legal separation of spouses, marriage annulments, child custody, spousal support and domestic violence restraining orders. It also includes family support matters such as child support and related cases in which the County Department of Child Support Services files an action.

### **Juvenile Court**

Cases involving juvenile dependency (abuse or neglect of a child), adoption or juvenile justice (minors accused of breaking the law).

### **Mental Health Cases**

Cases requiring psychiatric evaluations, investigations, hearings, and bench trials.

### **Non-Traffic Infractions**

Cases involving violations of various city municipal codes such as pedestrian violations, smoking in a prohibited area, bicycling on the sidewalk, and sleeping on a park bench.

### **Traffic Cases**

All traffic infractions such as speeding and red-light camera tickets. An infraction is a violation of a statute for which the only sentence authorized is a fine. A defendant cannot be taken into custody or request a trial by jury. It is less serious than a misdemeanor or felony.

### **Criminal Cases**

Misdemeanors and felonies are under this category. Misdemeanors are generally punishable by a fine, probation, and/or a county jail term of one year or less. Examples include petty theft, prostitution, vandalism, and drunk driving. Felonies are crimes where the maximum punishment is more than one year and can include up to life or death. A felony is often punished by a sentence to state prison or local prison for at least one year, or death. Some examples of felonies include murder, robbery, and rape.

### **Appeals to the Superior Court**

The Superior Court has an appellate division which hears appeals of cases that originally considered municipal jurisdiction. Those appeals include Family, probate, parking tickets, traffic citations (infractions), small claims, unlawful detainers, civil limited, and criminal misdemeanors.

## Who Can Preside Over These Types of Cases?

### **JUDGE**

A judge has the authority to decide cases brought before the court. A judge is either elected to the court or appointed by the governor.

### **COMMISSIONER**

A commissioner is an attorney selected by the judges of the court and given powers to hear and make decisions concerning certain legal matters, including family and juvenile court cases, as well as criminal, traffic, small claims, and unlawful detainer cases.

**PRO TEM JUDGE (also called a TEMPORARY JUDGE or JUDGE PRO TEMPORE)**

A pro tem judge is a volunteer attorney who has been approved by the Court to hear and make decisions in certain cases, including small claims, traffic, and certain juvenile matters. A pro tem judge may also conduct settlement conferences in family law and civil cases.

## Your Rights in Court

### *Constitutional Guarantees of Due Process of Law*

To sue for money owed and for other relief

To defend yourself against a lawsuit

To be presumed innocent if charged with a crime

To defend yourself against all criminal charges

To an attorney at public expense if you cannot afford one  
To a public and speedy trial

To confront and cross-examine witnesses

To subpoena witnesses on your own behalf

Right against self-incrimination

To present evidence

To a trial by jury if charged with a felony or misdemeanor

To a reasonable bail

To reasonable time to answer the charges

# Infractions, Minor Offense, Misdemeanor, Felony Timelines in the Court System

Pursuant to the constitutional guarantees of due process, the Court system proceeds to hear the following criminal case types as outlined below. This is a good overview to familiarize yourself with proceedings that you may observe.

## **Timeline – Minor Offenses**

Infractions and certain lesser misdemeanor offenses initiated by the issuance of a citation are considered a minor offense. Both are processed in the Court following infraction guidelines. A common timeline for these minor offenses in the Court is listed below:

1. Minor offense committed
2. Citation is issued
3. Citee released
4. Citation filed
5. Bail set
6. Proof of correction (fix-it ticket) and case dismissed or admit guilt and pay the bail amount (bail forfeiture). If contested, proceed to Arraignment.
7. Arraignment. The defendant is informed of the charges and enters a plea:
  - a. If a plea of not guilty is entered, a court trial is set (within 30 days of arraignment or plea if in-custody. Within 45 days of arraignment or plea if at liberty).
  - b. If defendant pleads guilty or no contest, sentenced as noted below.
8. Finding at court trial:
  - a. Found guilty → Sentencing not less than 6 hours, nor more than 5 days. If probation considered, not more than 20 court days. The defendant usually waives time and is sentenced immediately.
  - b. Not guilty → case dismissed, and defendant discharged.
9. If there is a conviction, defendant has 30 days from judgment or order to appeal.

## **Timeline – Misdemeanor**

1. Misdemeanor committed.
2. Defendant cited and released or taken into custody.



3. Arraignment on complaint (see felony arraignment below). Readiness and trial date set (trial set within 30 days of arraignment or plea if in custody; within 45 days of arraignment of plea if out of custody).
4. Pre-trial Readiness Conference:
  - a. Guilty plea entered and sentencing date set (see timeline below), or
  - b. Not negotiable and another Readiness set, or trial date is confirmed.
5. Trial (court or jury trial):
  - a. Found guilty → probation hearing and sentencing hearing set within 20 court days if probation is considered or not less than 6 hours nor more than 5 days. The defendant usually waives time and is sentenced immediately.
  - b. Not guilty → case dismissed, and defendant discharged, or;
  - c. Hung jury and a mistrial → judge can dismiss case on their own motion, or the People can retry case.
6. If there is a conviction, defendant has 30 days of judgment or order to appeal.

### **Timeline – Felony**

1. A felony is committed.
2. Defendant arrested.
3. A felony complaint is filed.
4. Arraigned on the complaint within 48 hours after their arrest, excluding Sundays and holidays. At the Arraignment hearing:
  - a. Defendant advised of their constitutional rights.
  - b. Receives a copy of the complaint (charging document).
  - c. Enters a plea.
  - d. Appointment of counsel if they cannot afford one.
  - e. Bail is set. Bail is the money or bond put up to secure the release of the person who has been charged with a crime. For minor crimes, bail is set by a bail schedule or for more serious crimes, the judge at the defendant's first court appearance sets the amount of bail. The purpose of bail is mainly for public safety.
  - f. The future readiness conference and preliminary exam dates are set.
5. Preliminary examination is held (within 10 days of the arraignment). The Court will decide if it appears that the offense was committed and there is sufficient cause to believe the defendant is guilty.
  - a. If the defendant is held to answer, and papers are filed (within 15 days of being held to answer).
  - b. If there is insufficient evidence, the case is dismissed.
6. Arraignment on Information and future Superior Readiness and trial dates

are set (trial is set within 60 days of arraignment).

7. Superior Pre-Trial Readiness Conference (within 1-14 days before trial):
  - a. Defendant pleads guilty and a sentencing date is set (see below), or
  - b. It is not negotiable, and another readiness conference is set and / or trial date is confirmed.
8. Trial (court or jury trial):
  - a. Found Guilty → probation hearing and sentencing hearing set within 20 court days,
  - b. Not guilty → case dismissed, and defendant discharged, or
  - c. Hung jury and a mistrial → judge can dismiss case on their own motion, or the People can retry case.
9. If there is a conviction, defendant has 60 days from judgment or order to appeal.

# Key Figures and Their Role in Superior Court

## **Judge**

A judge has many different responsibilities including overseeing trials, setting bail, ruling on evidence and motions, accepting change of pleas, sentencing, and deciding cases by applying the law applicable to the case.

When criminal charges are filed by a prosecutor or a civil lawsuit is filed by a litigant, the case is assigned to a courtroom and a judge will preside over the case. In a criminal case, the prosecution must present the evidence to prove the defendant is guilty beyond a reasonable doubt of the crime(s) charged. In a civil case, the Plaintiff has the burden of proving their case by a preponderance of the evidence.

In trial, the judge's role is to set the hours of the trial, keep order in the courtroom, preside over the selection of the jurors (if a jury trial), permit the presentation of evidence through testimony of witnesses and/or exhibits, explain the law applicable to the jury, and if found guilty in a criminal case, sentence the defendant.

## **Bailiff**

The bailiff is an Orange County Deputy Sheriff who oversees the security in the courtroom. It is common in trial courtrooms to have only one bailiff. Some of their duties include providing safety and security for the courtroom, escorting, and remaining with defendants who are in custody and assisting in the administration of court functions as directed by the judge and courtroom clerk.

## **Courtroom Clerk**

The courtroom clerk performs complex legal clerical work in support of judicial officers, referees, and commissioners. Some of their duties include preparing official court minutes (dockets), administering oaths, impaneling juries, maintaining exhibits, maintaining the courtroom calendar, and reading verdicts.

## **Court Reporter (Stenographer or Certified Shorthand Reporter)**

The court reporter provides official and verbatim transcripts of court proceedings. They are highly trained, licensed, and transcribe spoken words using a stenotype machine that uses keys that represent sounds, not individual letters. They are licensed to type 200 words per minute but can reach speeds of up to 250 and above.

## **Plaintiff**

A Plaintiff can be the government, a corporation, a group of people, or a single individual. They are seeking a remedy for an injury or to a violation of rights.

- Civil: The party bringing the lawsuit. They can be represented by retained counsel or can represent themselves (propria persona).
- Criminal: The prosecutor represents the People of the State of California.
  - » The Orange County District Attorney's Office is responsible for prosecuting felony crimes that are committed in the County and prosecutes misdemeanor offenses. A Deputy District Attorney appears in court on behalf of the People in court proceedings.

## **Defendant**

- In Civil: The party being sued. They can be represented by retained counsel or can represent themselves (propria persona).
- In Criminal: A person who has been formally charged by the government with committing a crime. The defendant can be represented in court as follows:
  - » By retained counsel,
  - » By a court appointed attorney if they can't afford one. A Deputy Public Defender from the Office of the Public Defender is the most commonly appointed attorney for defendants who are financially unable to retain private counsel,
  - » Or they may represent themselves (propria persona - rare in misdemeanors and felonies).

## **Jury**

The role of a juror is a very important one in our democracy. By participating in a jury, each citizen helps keep balance and impartiality in the court system. As provided by in the United States Constitution, each defendant has a right to be tried by a jury of his or her peers.

The jury pool is comprised of randomly selected lists compiled from the CA DMV, voter registration, and state tax filing records. To serve as a juror, a person must meet the following criteria: they are a United States citizen; at least 18 years old; have sufficient knowledge of the English language; a resident of Orange County;

have had their civil rights restored if they were convicted of a felony or malfeasance while holding public office; are not currently serving on a jury or have not done so within the last 12 months; are not under a conservatorship; are not currently incarcerated in any prison or jail; are not currently on parole, post-release community supervision, probation, or mandated supervision for the conviction of a felony; and are not currently required to register as a sex offender based on a felony conviction.

A jury consists of 12 citizens who are selected through a voir dire process wherein judges and lawyers ask questions to determine if the juror will have any biases for or against a particular case. Attorneys are allowed to take a juror out of their selection pool for any reason except for being in a “protected class” such as race or gender. In most cases, at least one or two alternate jurors are selected.

After the jurors hear the evidence presented at trial, they must decide as the triers of fact if the defendant is or is not liable or guilty or not guilty of committing the crime. To reach a verdict, the following must occur:

- Civil - At least 9 of the 12 members of the jury must agree as to which side prevails.
- Criminal - All 12 members must agree and be unanimous. If they are not unanimous, it is called a hung jury and a mistrial is declared.

Most jury trials last 3 to 7 days but some may go longer. This court uses the “One Day/One Trial” program which allows the juror to appear for jury service for one day unless they are assigned to a trial. California pays jurors \$15 every day starting on the second day of service, except employees of governmental entities who receive full pay and benefits from their employers while on jury service. All jurors receive at least 34 cents for each mile they travel to court (only for one-way travel) which also starts on the second day, or they have the option to waive mileage and receive transit passes for each day they serve.

## Getting Started – In-Person Tour



1. Pick up your Court Ambassador blazer and supplies from court administration at the respective justice center (See table below). These supplies include:
  - a. A temporary access ID Card.
  - b. Quick reference informational tour note card.
  - c. Secure a Judge’s robe for students to take pictures.
  - d. Gavel pencils to distribute to the teacher at the conclusion of the tour.
  - e. Confirm with staff which courtroom to observe (***be mindful of the content of the case as it relates to the age of the students***). Community Engagement staff will aid is determining which courtroom to observe the day before the tour.

COURT AMBASSADOR CHECK IN LOCATIONS	
CJC	Catalina Roger, 4 <sup>th</sup> Floor, C8 Jury Room (Call 657 622 7505 - Staff will meet you off the 4 <sup>th</sup> floor elevators)
WJC	Jasmine Lopez, 1 <sup>st</sup> Floor, Administration Office, 657 622 5949
NJC	Rick Valdez, 3 <sup>rd</sup> Floor, Room 315, Administration Office, 657 622 5627
HJC	Nadjia Jones-Freedman, 1 <sup>st</sup> Floor, Room 104, Administration Office, 657 622 6480

2. Prior to the group's arrival, familiarize yourself with the name of the Judicial Liaison, the courtroom location and notify the bailiff that a student tour group is coming.

3. Once the students arrive:

Meet your group in front of the courthouse and introduce yourself. Give the group instructions on how to enter the building and go through security. All belongings, including jackets and belts must be placed in the tray. Prohibited items include glass, sharp objects (including forks), scissors, sharpies, and aerosol spray cans. Additionally, please have the students turn their cellphones off or to silent and inform them of the no picture or video recording policy in the courthouse. Once assembled, begin tour as discussed below.

# Court Ambassador “Script”

(Say aloud to students)

## **General Tour Information and Surrounding Buildings**

Good morning! For many of you this is your first visit to the courthouse. Does anyone know who owns this courthouse? We all do! The courthouse is a public building and therefore belongs to all the people of Orange County. Let me tell you how we are going to spend the morning. First, we are going to meet an actual real Judge (**mention name of Judicial Liaison**) to hear about the many careers in the court. Specifically, we will hear from a judicial officer, District Attorney, Public Defender, and Deputy Sheriff for about an hour. We will then observe a trial/hearing so you can get a better understanding of the trial system. Remind the students of the Court Etiquette Checklist (Appendix i).

## **Courthouse Facts and Points of Interest**

- Please refer to laminated information note cards provided to you at each Justice Center.



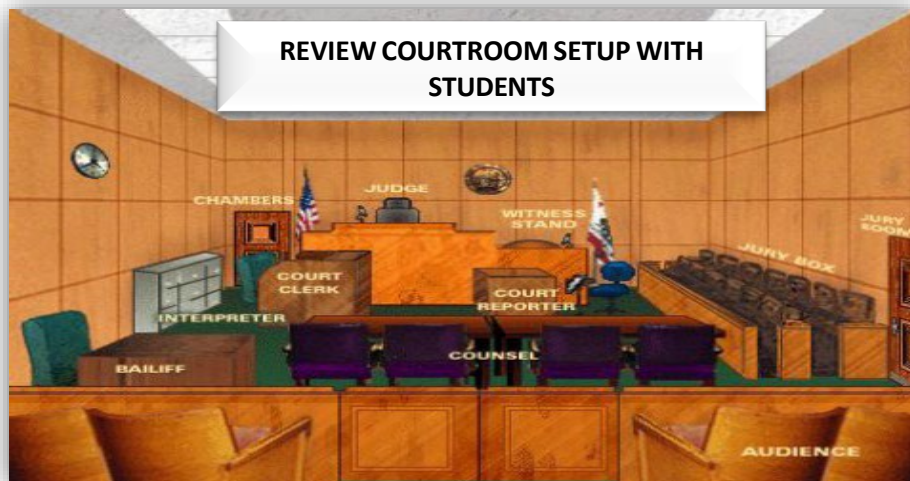
# Misdemeanor Arraignment Department

## Courtroom Observation Tour



1. Prior to taking the group to a misdemeanor arraignment department, explain the 3 levels of the criminal justice system:
  - Infraction – The least serious offenses and punishable only by fine (i.e., speeding tickets and citations)
  - Misdemeanor – Crimes punishable by up to 1 year in county jail (i.e., DUIs, petty theft)
  - Felony – Most serious offenses, punishable with death, imprisonment in state prison or jail (i.e., murder, robbery)
2. Explain they will first be taken to a misdemeanor level courtroom and describe what types of hearings they may see:
  - Arraignments – 1<sup>st</sup> court hearing, defendants are informed of the charges against them, informed of their constitutional rights, appointed an attorney if they can't afford one, appointed an interpreter if they need one and bail and future dates are set.
  - Changes of Plea and Immediate Sentencings
  - Review Hearings (i.e., Post-conviction hearings where they were ordered to turn in proof of counseling classes, other terms set forth by the judge)

Explain the layout of the courtroom and the people they will see (e.g., the judge, defendants, attorneys, courtroom clerks, bailiffs, and audience).



Remind the group they must be extremely quiet when walking through the hallways and when entering courtrooms. No gum chewing, cell phones/smart watches are to be turned to silent or airplane mode, and hats are to be removed. No photos.

3. Ask the group to get in a single file line and guide them prior to entering the courtroom. Have them wait while you enter the courtroom by yourself to alert the bailiff that your group is coming in (this is so the bailiff can make room for the students in the audience section) and get permission to enter.
4. Enter courtroom and seat the group in the designated audience rows as directed by the bailiff. Observe the proceedings. If time permits, the judge will speak to the students and explain what types of hearings are heard in the department and give the students an opportunity to ask questions. Help facilitate this session by encouraging the students to raise their hands and ask questions.
5. After about 60 minutes, leave the courtroom and regroup. Explain you will be taking them to an empty courtroom to take group pictures, and if time permits pictures on the bench with a judicial robe. Conclude with a debrief for questions and answers.
6. 5-minute bathroom break.
7. Escort group into an empty courtroom.
8. Q & A of what they heard in earlier in the day (5 minutes).
9. Go over courtroom roles - what they do and where they sit (15 minutes).
10. Give judicial robes to teachers/chaperones to take pictures up on the bench. Be sure a group photo is taken and forwarded to the Community Engagement Division at [CommunityEngagement@occourts.org](mailto:CommunityEngagement@occourts.org).
11. Escort group to the main courthouse lobby and distribute pencils to the teacher.
12. End tour (Program Coordinator to send electronic survey to the teacher).

## Conclusion

Thank you for your support and commitment to justice. You have touched the lives and enriched the minds of not only Orange County students, but future jurors as well. On behalf of the Superior Court of California, County of Orange, the Community Engagement Team sincerely appreciates your time and effort in educating the community.

Hon. Richard Y. Lee, Judicial Liaison  
Catalina Roger, Community Engagement Liaison

**Superior Court of California, County of Orange  
Community Engagement Division  
657-622-7530  
700 Civic Center Drive, West  
Santa Ana, CA 92702**



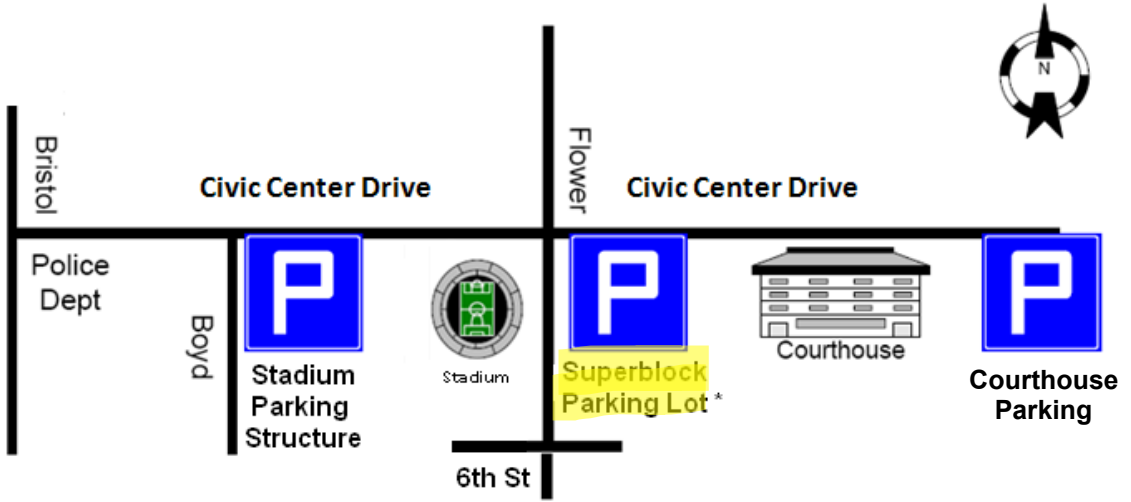
## COURT ETIQUETTE CHECKLIST

The court is a formal and professional setting. It is important for students to understand some of the etiquette required. To ensure that your visit with the Superior Court is a positive one, educators are encouraged to talk to students about these "courthouse DOs and DON'Ts" prior to the scheduled tour date.

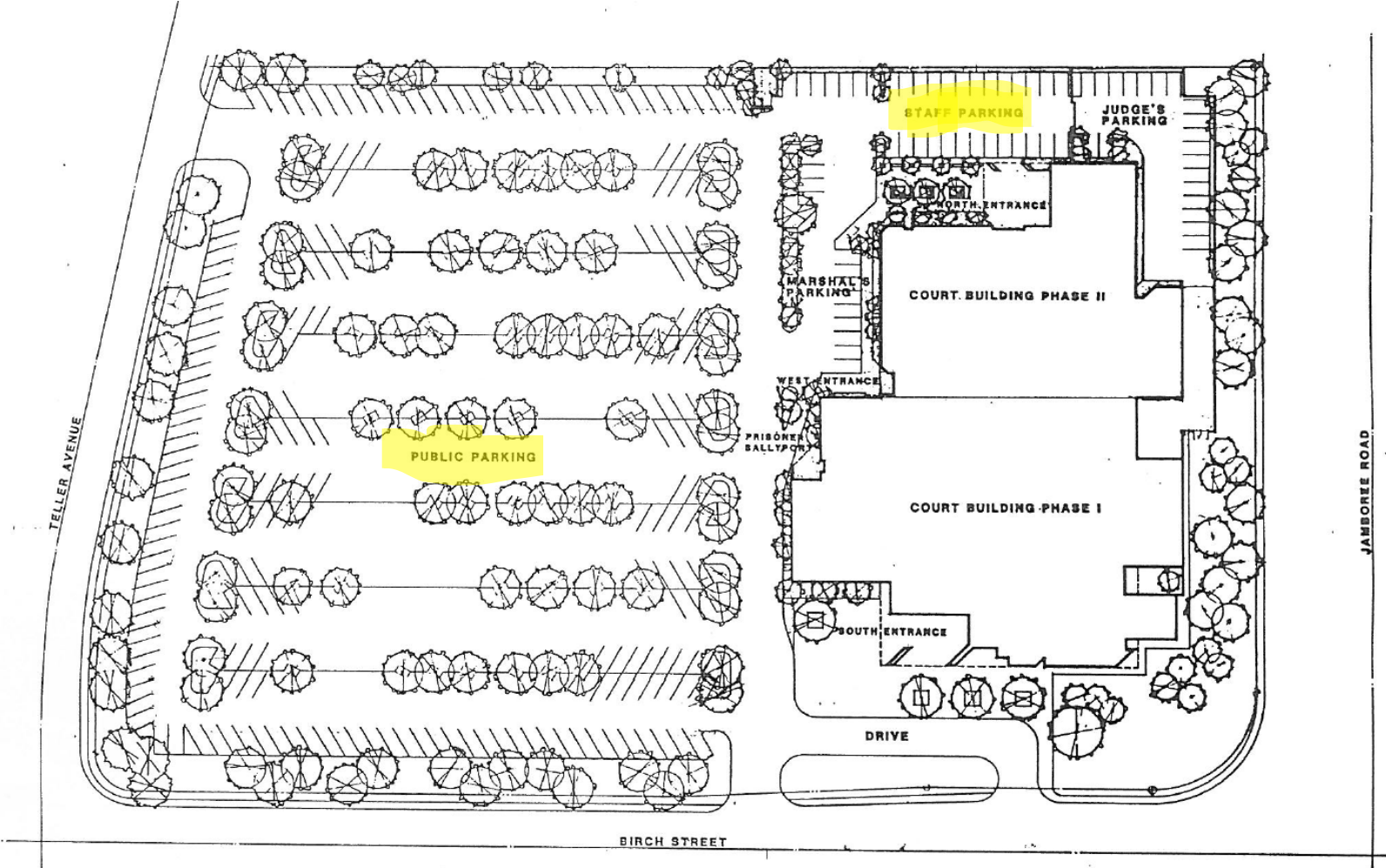
- ✓ **DO Silence or turn off** cellular telephones while visiting the court.
- ✓ **DO** dress appropriately – this a professional setting and you are encouraged to dress for court.
- ✓ **DON'T** speak in the courtroom during a court proceeding.
- ✓ **DO** speak softly and maintain a professional demeanor in the hallways and stairwells of the court.
- ✓ **DON'T** bring heavy backpacks or totes into the court as these items may delay the security process.
- ✓ **DO** be respectful to the judge – address him or her as "Your Honor" or "Judge."
- ✓ **DON'T** chew gum in the courtrooms.
- ✓ **DON'T** bring food or beverages into a courtroom.
- ✓ **DO** bring pens or pencils and paper to take notes. There is a lot to learn from a visit to the court and students are encouraged to take notes of their observations.



**SUPERBLOCK PARKING LOT  
525 N FLOWER STREET, SANTA ANA**



# HJC PARKING



Court Ambassador's can park in the free public parking and use the North Entrance near the Staff Parking.

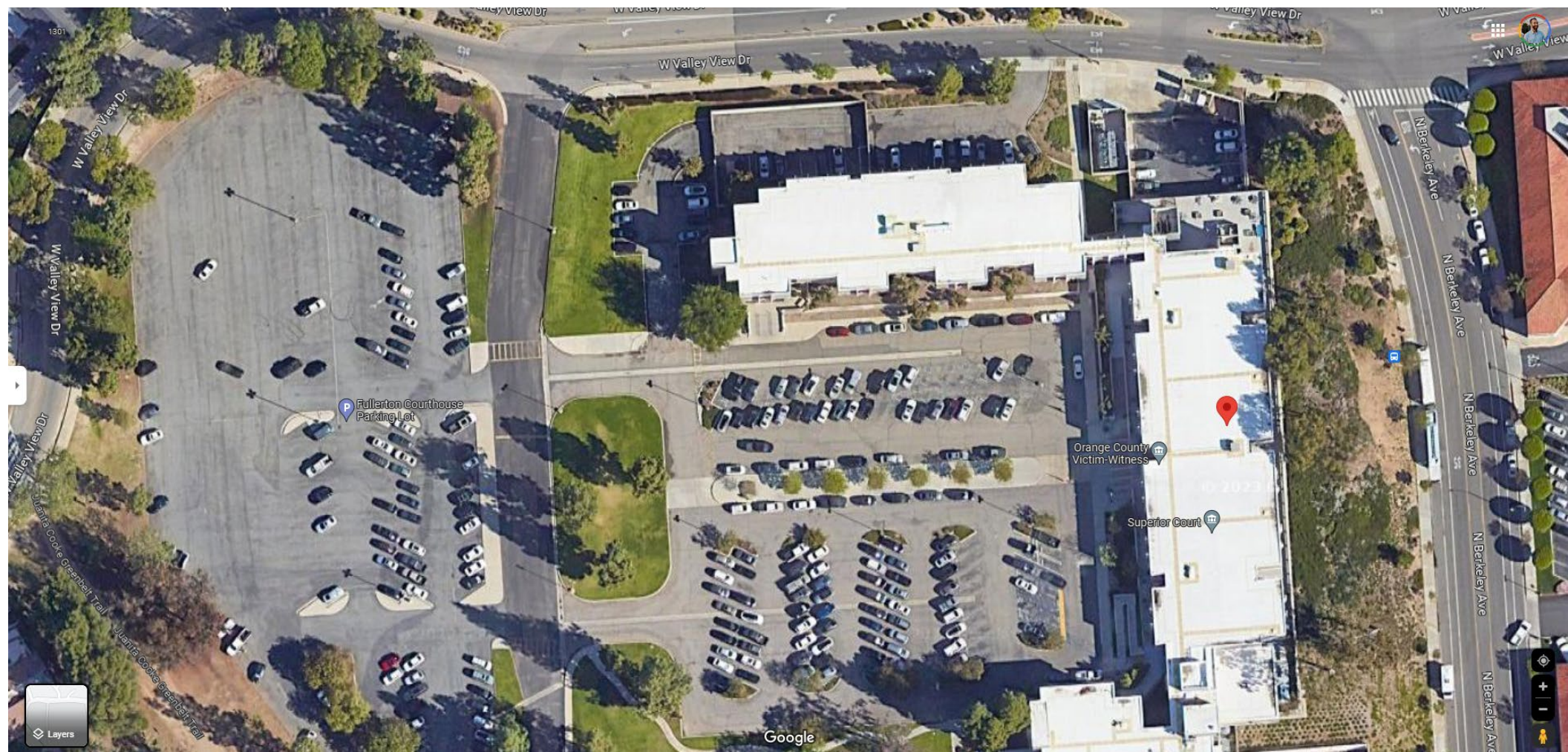


Lower General Lot  
1275 N. Berkeley Avenue, Fullerton, CA 92832





Upper General Lot  
1275 N. Berkeley Avenue, Fullerton, CA 92832







WJC Parking Off 15<sup>th</sup> Street