

What to expect...
VOLUNTEER

in the

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C I R C U I T
C O U R T
O F
F L O R I D A

*The Ninth Judicial Circuit Court of Florida
in and for Orange and Osceola Counties
Office of the Court Administrator*

**COURT ADMINISTRATION,
ORANGE COUNTY**
425 North Orange Avenue, Suite 2130
Orlando, Florida 32801
(407)836-2050

**COURT ADMINISTRATION,
OSCEOLA COUNTY**
717 West Bryan Street
Kissimmee, Florida 34741
(407)847-1440

The volunteer program is committed to promoting and involving community awareness of the judicial system.

Why Volunteer?

- *Use your skills and develop new ones*
- *Learn the procedures of the court system*
- *Help your community*
- *Make new friends and contacts*
- *Promote citizen understanding of the court's capabilities and services*

Volunteer Opportunities Available:

- *Court Information Booth
(Orange County)*
- *Dispute Resolution Services
(Orange and Osceola Counties)*
- *Indigence Examiner Program
(Orange and Osceola Counties)*
- *Guardian Ad Litem Program
(Osceola County)*
- *Teen Court
(Orange and Osceola Counties)*

COURT INFORMATION BOOTH

Duties: Staff the public information booth by providing information and direction for the general public through personal contact. Assist with tours of the courthouse.

Qualifications: Ability to communicate effectively; and enjoy working with the general public.

Location:

Orange County – Court Administration,
425 North Orange Avenue, Orlando.

Hours: Flexible scheduling between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. Four to eight hours per week minimum.

DISPUTE RESOLUTION SERVICES – SUPREME COURT CERTIFIED COUNTY MEDIATORS

Duties: Assist parties in county civil and/or juvenile restitution cases to come to an agreement.

Qualifications: Ability to communicate effectively, write clearly, and work independently. Twenty hours of training are required, but will be provided at no cost if you are selected (a class is held twice a year). A wide variety of backgrounds are needed.

Location:

Orange County – Court Administration,
425 North Orange Avenue, Orlando.

Osceola County – Court Administration,
717 West Bryan, Kissimmee.

Hours:

Orange County – Tuesday through Thursday, one morning per week for county and/or one afternoon for Juvenile Restitution Mediation.

Osceola County – Friday morning county mediations and various days for juvenile restitution mediation.

INDIGENCE EXAMINER PROGRAM – PROGRAM ASSISTANT

Duties: Assist the Indigence Examiner Program by conducting public record searches, and any other available county records which may reveal financial information on defendants claiming to be indigent. May assist with office duties such as filing and data entry.

Qualifications: Investigative background helpful and/or title research knowledge a plus. Ability to communicate effectively, write clearly, and work independently.

Location:

Orange County – Court Administration,
425 N. Orange Avenue, Orlando.

Osceola County – Court Administration,
717 West Bryan, Kissimmee.

Hours: Flexible scheduling between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Four hours per week minimum.

GUARDIAN AD LITEM PROGRAM

Duties: The Guardian Ad Litem represents the best interest of abused and neglected children, children involved in a dissolution of marriage, and children who are victims to criminal acts, and functions as a representative for the child before the court, social service agencies and the community.

Qualifications: He/she should be a person who cares...and is able to give time to help a child. Court and/or guardian ad litem experience helpful; ability to communicate effectively; and enjoy working with children and the general public.

Location:

Osceola County – Court Administration,
717 West Bryan, Kissimmee.

Contact: (407) 847-1221

Hours: Flexible scheduling, days, evenings, weekends. Cases require 2-10 hours a week.

TEEN COURT

The purpose of Teen Court is to divert less serious cases away from the more formal Juvenile Court. The juries in Teen Court are made up of trained high school volunteers, along with defendants who have previously been required to serve jury duty as a part of their sentence. All volunteers are trained by members of the local Bar Association and court personnel. In contrast to other courts, Teen Court mandates that all defendants serve as jurors one to four times at future Teen Court cases. Teen Court juries recommend that a defendant perform community service work as part of the sentence, with a minimum of four hours and a maximum of fifty hours. Other sanctions may be recommended, such as counseling, mentorship, essays, letters of apology and restitution.

Qualifications: Teen Court volunteers must be in grades 8 through 12; must be in satisfactory academic standing; agree to serve 6 months or one year; respect the Oath of Confidentiality; demonstrate maturity and sensitivity; meet the requirements of the Teen Court agreement.

Location:

Orange County – Teen Court
2000 E. Michigan Street, Orlando.

Contact: (407) 836-9517

Osceola County – Teen Court
717 West Bryan, Kissimmee.

Contact: (407) 847-1363

Hours:

Orange County – Tuesday and Thursday evenings.

Osceola County – Tuesday and Thursday evenings.

Note: Volunteers must provide their own transportation.

VOLUNTEER REGISTRATION FORM

Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: () _____

Area of interest:

- Court Information Booth
- Dispute Resolution Services
- Indigence Examiner Program
- Guardian Ad Litem Program
- Teen Court

I am available to volunteer (check all that apply):

- Weekdays (Monday – Friday)
- Evenings (Monday – Friday)
- Weekends (daytime)
- Weekends (evenings)
- Special events or projects

My interests, skills, and talents include: _____

To mail detach this application form at dashed line and return to: **Court Administration Volunteer Program**
425 North Orange Avenue, Suite 2130
Orlando, Florida 32801

NOTE: All volunteer positions require criminal background checks.



***“How wonderful
it is that nobody
need wait a single
moment before starting
to improve the world.”***

— ANNE FRANK

NOTE: In accordance with the Americans With Disabilities Act, if you are a person with a disability who needs any accommodation in order to participate in this activity, you are entitled, at no cost to you, to the provision of certain assistance. Please contact in Orange County: Court Administration at 425 North Orange Avenue, Suite 2130, Orlando, Florida, 32801, Telephone: (407)836-2050 or in Osceola County: Court Administration at 717 West Bryan Street, Kissimmee, Florida 34741, Telephone: (407) 847-1440, to ensure that reasonable accommodations are available. If you are hearing or voice impaired, call 1-800-955-8771.