



CLASSROOM LAW PROJECT
COURTHOUSE EXPERIENCE TOUR GUIDE HANDBOOK

Step-by-Step Courthouse Tour Day Procedures

1. Allow 45 minutes before the tour to **call each judge's assistant** to get more information about the docket.
2. **Transfer the docket information** to the *Docket by Courtroom* form. Make copies for all teachers and chaperones (plus a few extra).
3. **Meet your tour group in the Gus Solomon lobby** at their scheduled tour time. Remind them to be quiet in the halls and stairways. Lead your group to the 6th Floor courtroom for the orientation. All participants are expected to use the stairs. An elevator is available for those with physical limitations.
4. **Orientation** (approx. 10 min):

As they enter, ask that students and chaperones sit in their groups.

- CLP representative gives a very brief welcome.
 - Introduce yourself. Explain that this is Stop #1 in their 3-stop tour (3 courthouses).
 - Ask teacher to announce when and where the groups will meet after the tour.
 - Distribute *Courthouse Experience* stickers to everyone. Demonstrate where to stick them!
 - Explain process and expectations. Review courthouse behavior and how to go through metal detectors.
 - Ask chaperones to identify themselves. Confirm that they are in their groups.
 - Distribute dockets to chaperones. Explain.
 - Describe security precautions.
 - Announce where you will be/where groups can find you during the tour.
 - Confirm when and where the groups will meet after the tour.
5. **Stop #2, the Justice Center.** Go through the metal detector first to model how to do it correctly. Go to the second floor and remain in the hallway to facilitate groups observing arraignments and Community Court. (20-30 min.)
 6. Escort the groups to **Stop #3, the Multnomah County Courthouse.** Let the teacher know where in the courthouse you can be found until noon. Remind the teacher to sign in and out with Security (1st floor lobby).
 7. At the Multnomah County Courthouse, you can join a group that looks like it needs help, jump from group to group to offer help, or set up camp in the hallway so that groups know where to find you if they have questions (until noon). Try to help groups know what hearings have ended so they do not make unnecessary stops.