



# COURT TOUR PROGRAM

Superior Court of California,  
County of Orange

CENTRAL JUSTICE CENTER

## INTRODUCTION

The Central Justice Center is in Downtown Santa Ana adjacent to a vibrant shopping, entertainment, business and cultural area. This 65-courtroom facility handles traffic, minor offenses, criminal, unlimited civil, limited civil, small claims, probate/mental health matters and elder/dependent adult restraining orders.

# GENERAL INFORMATION

## Tour Information

SCHEDULED TOUR DATE	TIME	NUMBER OF STUDENTS
1/9/20	9:00 a.m. to 12:00 p.m.	20-30 max.

To ensure proper accommodations for your visit, please confirm that the above information is correct *at least one week prior to your visit* with the Central Justice Center tour coordinator, Vanessa Castro, at 657-622-7505 or [JAG@occourts.org](mailto:JAG@occourts.org).

## Arrival Information

Court Location: Central Justice Center  
700 Civic Center Drive West  
Santa Ana, California 92701

Telephone: Executive Offices 657-622-7505

Meeting Point: Meet in the main entrance lobby near the bronze statue.

Meeting Time: 8:45 a.m.

Please arrive early to allow time to enter through the airport-style metal detectors. Encourage students to avoid wearing metal items. **Cell phones must go through the screening device and remain off for the duration of the tour.**

## Weapon-Screening

Please be advised that the Central Justice Center is a full-security facility. All persons entering the building will be required to pass through a weapons-screening device and have all hand-carried objects x-rayed.

Weapons of any type and items which are deemed by the Sheriff's Deputy as potentially offensive and dangerous will not be permitted into the justice Center. Items such as: knives, including pocket knives, scissors, corkscrews, mace, pepper-spray, knitting needles, etc., which may be deemed potentially offensive and dangerous by the Sheriff's Department will not be allowed in the building.

## Preparation Materials

To prepare for your visit to the court, educators and students are encouraged to review the following enclosed materials:

1. Letter of confirmation
2. Mock Trial Assignment (includes instructions on selecting participants)
3. Court Etiquette Checklist

# Superior Court of California County of Orange



## *COURT TOUR PROGRAM*

Judicial Assistance Group  
700 Civic Center Drive West  
Santa Ana, California 92701

### **Re: Court Tours for 2019 - 2020 School Year**

This letter confirms your scheduled Court Tour date and number of students (no less than 20 and no more than 30 middle school and/or high school students) as noted in the body of the e-mail. Your volunteer tour guides will meet you and your students in the lobby near the bronze statue in the Superior Court of Orange County's Central Justice Center, 700 Civic Center Drive West, Santa Ana 92701. At that time, the guides will divide the class into groups.

**The program begins at 9:00 a.m. and ends at noon.** Please ask your students to dress appropriately for a courtroom setting (no shorts, tank tops, hats, or other inappropriate clothing).

Please arrive early to allow time to enter through the airport-style metal detectors. Encourage students to avoid wearing metal items. **Cell phones must go through the screening device and remain off for the duration of the tour.**

Please contact the Judicial Assistance Group at (657) 622-7505 or [JAG@occourts.org](mailto:JAG@occourts.org) at least two weeks in advance should you need to cancel or if you need immediate assistance the day of the tour.

We look forward to working with you and your students. Thank you for your participation in our Court Tour program.

Sincerely,

Judicial Assistance Group

## MOCK TRIAL ROLE ASSIGNMENTS

The mock trial gives students the opportunity to participate as actors and actresses in a courtroom setting. Your careful selection of the roles to be played by your students can make this trial more dynamic, meaningful, educational, and interesting for everyone.

Please select student participants for the following characters:

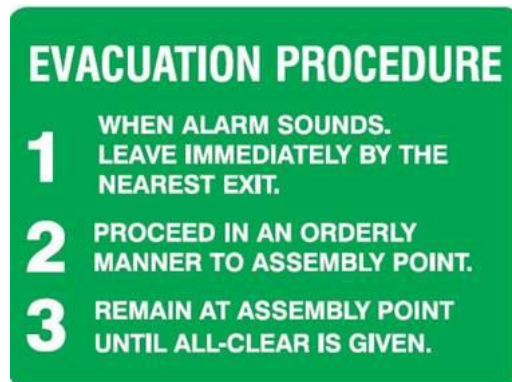
CHARACTER	STUDENT PARTICIPANT
1. Judge	Student with good reading and speaking skills
2. Jury	Total of 12 members
3. Courtroom Clerk	Student with good reading and speaking skills
4. Courtroom Reporter	Student, smallest role in the exercise
5. Bailiff	Student, with good reading and comprehension skills and able to follow directions
6. Deputy District Attorney	Student, who can read and speak exceptionally well – an aspiring actor would be ideal
7. Defense Attorney	Student, an excellent reader and speaker – an aspiring actor would be great
8. Defendant	Student, stands accused of car theft
9. Witness, Officer Wright	Student, CHP Officer – anyone who might want a career in law enforcement
10. Witness, Ms. Truley	Student, good reading and speaking skills to play a used car dealer

## 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 Central Justice Center 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** 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 this delays 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.
- ✓ **DO** turn cellular telephones off while visiting the court.
- ✓ **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.
- ✓ **DON'T** take pictures in the courthouse unless you have prior permission.

# EVACUATION PROCEDURES – FIRE ALARMS



**What should you do if you hear a fire alarm?** Immediately evacuate the building with your group through the nearest exit and proceed to your assigned assembly area. Inform other docents and group that an evacuation is occurring. Once at the assembly area, check-in with your team leader and remain there until further notice.

*Note: If you do not hear the fire alarm sound but receive a Court Alert or notice to evacuate from OCSD or any other public safety official, immediately evacuate the building through the nearest exit and proceed to your assigned assembly area.*

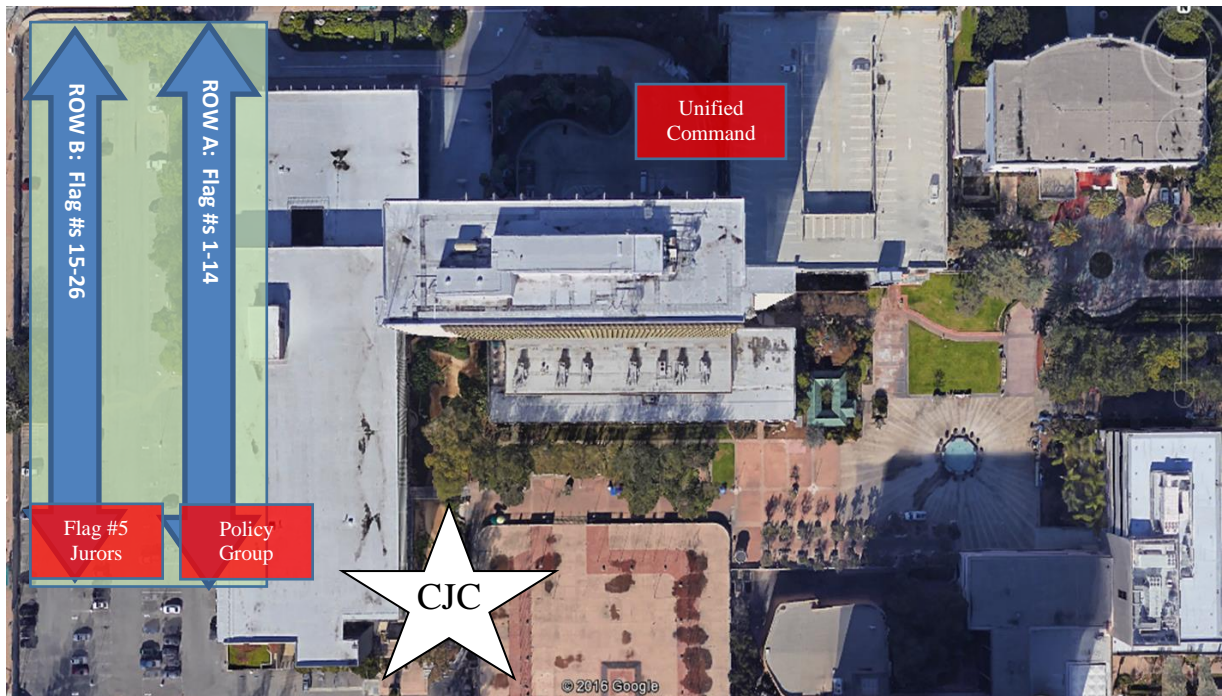
**What if you need assistance?** Inform JAG of any specific accommodations required prior to your visit, if possible. Should a co-worker or member of the public need assistance and you are not able to help, notify your team leader or OCSD.

**Where does the visiting school go during an evacuation?** Volunteers and students are to report to the assembly area and check in at the flag that says “**2**”.



**Instructions:** After exiting the building, please report to Flag #2, which is located at the Superblock parking lot. The parking lot is located behind the west wing, corner of Civic Center Drive and Flower Street (please see map below). I will mark you off the roster, account for your attendance, and then notify you when the drill is complete, so you can leave.

Map of Evacuation Area (we will line up in Row A, near Civic Center Drive):



Please contact Judicial Assistance Group (JAG) if you have any questions or concerns.

Thank you,  
Vanessa Castro  
Judicial Assistance Group  
657-622-7505  
[JAG@occourts.org](mailto:JAG@occourts.org)