



JUSTICE

**Junior Understudy
Simulation Training
Internship for Court
Experience**



**East Cleveland Municipal
Court**

Judge Sandra L. Walker

**In collaboration with
Shaw High School**

WALKER

East Cleveland Municipal Court

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J.U.S.T.I.C.E.

J.U.S.T.I.C.E. is a collaboration between the East Cleveland Municipal Court and Shaw High School's Criminal Justice and Street Law Programs. Established in February 2007, this innovative and regionally unique program provides junior and senior high school students with an opportunity to incorporate into their individualized school curriculum hands-on training and work experience with the Court. Students will serve in one or more of the following positions:



Junior Bailiffs

The junior bailiffs assist the Chief Personal Bailiff, Chief Deputy Bailiff and Deputy Bailiffs. Junior bailiffs are required to serve in full uniform. Bailiff duties include, but are not limited to:

- ⇒ Protecting and providing assistance to the Judge;
- ⇒ Maintaining court security and decorum;

- ⇒ Calling cases, swearing in witnesses, recording hearing dates, assisting private counsel;
- ⇒ Serving eviction summonses, subpoenas, executing on court-ordered move-outs and serving eviction red tags;
- ⇒ Filing and data entry.



Junior Probation Officers:

The junior probation officers assist the Chief and Deputy Chief Probation Officers with:

- ⇒ Interviewing persons referred by the court for pre-sentence investigations;
- ⇒ Classification of probationers with referral to appropriate programs or support services as directed by the court;
- ⇒ Completion of forms for intake and processing of defenders;
- ⇒ Administration and interpretation of drug screens;
- ⇒ Maintaining files and providing support to Chief Probation Officer;
- ⇒ Engaging in community outreach as assigned.



Junior Deputy Clerks

The junior deputy clerks work under the Clerk of Court in the Civil and Criminal Divisions. Duties include, but are not limited to:

- ⇒ Preparing/processing court documents for criminal/civil units;
- ⇒ Retrieval of documents;
- ⇒ Filing and data entry into court case management system;
- ⇒ Processing mail and facsimiles;
- ⇒ Intake of court documents from counsel, professional representatives, plaintiffs and defendants;
- ⇒ Responding to counter and telephonic status and information inquiries.

Participation in **J.U.S.T.I.C.E.** is also designed to enhance employability by developing and/or improving:

- ⇒ Professional ethics, etiquette and communications skills;
- ⇒ General clerical skills;
- ⇒ Public relations skills;
- ⇒ Security and observation skills.