Advocate Attorney for Complainant

When you are assigned to represent the complainant in a case, you will be given the Complaint form that the complainant filled out. Read it over carefully before meeting your “client” to see if you need to ask for clarification on what happened.

If the complainant is a student, you will be given a pass to get the student out of class. Politely tell the teacher that you need to speak with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a couple of minutes regarding a Youth Court Complaint.

When student comes out, introduce yourself and tell him/her you have been assigned to be their advocate attorney in court. Tell student that you can speak first in court and explain the situation to the jury if they want you to.

Then ask them anything you need clarification on. Make sure you know what they are seeking to feel better, to be “restored.”

Ask complainant which date he/she prefers of the two you were given by the calendar clerk as possibilities and write it down on your copy of the complaint form. Ask if complainant knows where the courtroom is. Ask if they want you to come and escort him/her on the date.

Explain the court process to them: Let them know that the jury will ask questions and be the ones to make the decisions. Put them at ease! Assure them that you will help them!

IF Complainant is a teacher, you will need to see the teacher on their “prep” period, or before or after school. If the complainant is a security guard, or administrator, you can seek them out at any time. The process is basically the same as above, but most of the time the teacher, security guard, or administrator will not be able to or care to be present. This is why you must make sure you understand the situation fully from their perspective. Tell the adult complainant that you will put a copy of the restitution agreement in their box once court is over.