

**Courthouse Tour/Visitors Request Form**

**Name of Group/Organization:**

**Name of School/College:**

**Principal’/Professor’s Name and Contact Information:**

**Email:**

**Phone number:**

**Alternate Phone, if applicable:**

**Address:**

**City, State, Zip/Province:**

**Desired Tour Date: please include 1st, 2nd, and 3rd options):**

**Number of Students:**

**Number of Adults/Chaperone’s Accompanying Students:**

**Tour Start Time: 9:00a.m.-12:00p.m.** \*\*\*(special accommodations may be applicable, i.e. dockets/trials. Visitors may be allowed to extend visits or docket/trial observations in the courts with permission, and mask(s) are required.)

**Desired Focus/ Interest:**

Intro from the District Clerk’s Office

Intro to the District Clerk’s website (instructional)

Visit to the Jury Assembly Room

Visits to the Criminal Courts (Felony/Misdemeanor)

Visit to the Juvenile Courts/Detention Court

Visit to the Civil/Family Courts

A quick inside look at Civil or Family Intake processes

A quick inside look at Civil/Family Post Trial processes

Historical Records presentation

***Please note:****Tours are* ***not*** *available on Mondays or Fridays. We can only accommodate up to 25 participants, adult/chaperones inclusive. If you have a larger group, please consider dividing the tour into two days. This will depend upon the scheduling availability.*

Any additional information/questions?

**Notes:**