
Volunteer Court Visitor Agreement

I understand and agree that I will:

- Accept appointments that are offered unless there is a good reason for declining the appointment.
- Follow the judge's orders and directions.
- Notify the program coordinator if I am unable to carry out my responsibilities in a thorough, timely and professional manner.
- Maintain the confidentiality of all conversations, documents and information. (Confidentiality lasts forever.)
- Report the results of my inquiries and observations timely, honestly and without favor or bias.
- Immediately report possible abuse, neglect or exploitation to the proper authorities.
- Attend court proceedings if subpoenaed and otherwise, if possible.
- Contact the program coordinator for assistance if I am uncertain how to proceed.
- Deliver to the program coordinator my completed report to the court.
- After delivering my report, complete the online work report and contact the program coordinator to discuss my work.
- Protect my notes and copies of court records from being viewed by an unauthorized person. Deliver my notes and copies to the program coordinator.
- Notify the program coordinator when I am able to take another assignment.
- Attend volunteer court visitor training as part of my application and periodically thereafter to maintain my association with the program.
- Pass a background check as part of my application and periodically thereafter to maintain my association with the program.
- Notify the program coordinator if I am charged with a crime other than a minor traffic offense.
- Notify the program coordinator if I am no longer able to participate in the program.

I understand and agree that I will not:

- Take any actions that create a conflict of interest or the appearance of a conflict, including financial gain.
- Establish any relationship with anyone involved in a case.
- Accept any gifts or loans from anyone involved in a case.
- Make any gifts or loans to anyone involved in a case.
- Give legal advice to anyone other than the suggestion to obtain legal counsel. (Giving information is OK.)
- Promise anyone a result.
- Use court visitor credentials in way not authorized by the court.
- Modify court records. Remove court records from the courthouse. Copy court records without approval.
- Disclose confidential information to anyone other than court personnel.
- Show or provide a copy of a court record to an unauthorized person.
- Have any extended communication with the attorneys except to provide information on the program or discuss logistics.
- Use the court visitor program to work through personal issues or to impose personal objectives or opinions.
- Act as a spokesperson for the court.

I understand these obligations and agree to fully comply at all times. I also understand that failure to adhere to this agreement or the Code of Ethics for Court Visitors may result in the conclusion of my volunteer experience.

Date

Sign here ►

Typed or Printed Name