



APPLICATION FOR PARTICIPATION

Application Deadlines for Court Visits

The Eleventh District Court of Appeals schedules its calendar of proceedings for the entire calendar year by late fall of the preceding year. To accommodate this scheduling process, schools must submit applications according to the following deadlines:

- **For Spring Semester Visits (January-May):** Applications must be received by September 30 of the previous calendar year.
- **For Fall Semester Visits (September-December):** Applications must be received by March 30 of the same calendar year.

Early application is encouraged as school selection is competitive and dates are limited. The court will notify selected schools within 60-90 days of the application deadline.

SCHOOL INFORMATION

School Name: _____

School Address: _____

City: _____ **ZIP:** _____

County: ☐ Ashtabula ☐ Geauga ☐ Lake ☐ Portage ☐ Trumbull

School Phone: _____ **School Website:** _____

Principal Name: _____

Principal Email: _____

School Type: ☐ Public ☐ Private ☐ Parochial ☐ Charter ☐ Other: _____

Grade Levels at School: _____

Total School Enrollment: _____

PROGRAM CONTACT INFORMATION

Primary School Liaison (Required)

This individual will be our main contact throughout the planning process and must be available on the day of the court session.

Name: _____

Position: _____

Direct Phone: _____ **Cell Phone:** _____

Email: _____

Best Time to Contact: _____

Secondary Contact (Recommended)

This individual will serve as a backup if the primary liaison is unavailable.

Name: _____

Position: _____

Direct Phone: _____ **Cell Phone:** _____

Email: _____

PROPOSED PROGRAM DETAILS

Student Participation

Number of Students Expected to Attend: _____

Grade Levels Participating: _____

Classes/Courses Participating (e.g., Government, Civics, Law):

Facility Information

Please note that the court requires adequate space for a three-judge panel, attorneys, and student observers.

Proposed Location for Court Session: _____

Seating Capacity: _____

Is the proposed location ADA accessible? ☐ Yes ☐ No

Does the location have:

- Raised area for judges? ☐ Yes ☐ No
- Sound system? ☐ Yes ☐ No
- Space for two attorney tables? ☐ Yes ☐ No
- Podium/lectern? ☐ Yes ☐ No
- Private room for judges? ☐ Yes ☐ No

Scheduling Preferences

Preferred Months (select all that apply): ☐ January ☐ February ☐ March ☐ April ☐ May ☐ September ☐ October ☐ November ☐ December

Preferred Day of Week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Are there any dates to avoid? (testing, holidays, etc.):

What security measures does your location have in place? ☐ School Resource Officer ☐

Magnetometer ☐ Hand-wanding ☐ One controlled access point ☐ Other:

Has your school previously hosted the Courtroom in the Classroom program?

☐ Yes ☐ No

If yes, when?

EDUCATIONAL PREPARATION

How will students be prepared for the court visit? (select all that apply) ☐ Pre-visit lessons on court system ☐ Review of case materials provided by court ☐ Discussion of legal terminology ☐ Study of constitutional principles ☐ Mock appellate arguments ☐ Guest speakers from legal community ☐ Other:

Teacher(s) who will lead preparation: _____

MEDIA AND COMMUNITY ENGAGEMENT

Do you plan to invite local media to cover the event? ☐ Yes ☐ No

Will your school document the event for yearbook/newsletter/website? ☐ Yes ☐ No

Are proper media releases on file for participating students? ☐ Yes ☐ No

Will community members be invited to attend? ☐ Yes ☐ No

Will the event be livestreamed to other classrooms? ☐ Yes ☐ No

ACKNOWLEDGMENT OF REQUIREMENTS

By submitting this application, our school acknowledges and agrees to the following requirements:

1. **Facility Requirements:** We will provide adequate space for the court proceedings, including a raised platform for judges (if possible), tables for attorneys, a podium, appropriate seating for students, and a private room for judges.
2. **Student Preparation:** We will ensure students are properly prepared using materials provided by the court, including education about the appellate process, appropriate behavior, and background on the cases to be heard.
3. **Schedule Commitment:** We understand that once the date is confirmed, it will not be rescheduled except in extraordinary circumstances.
4. **Staff Support:** We will designate a school liaison who will be available throughout the planning process and on the day of the court session.

5. **Follow-up Activities:** We will conduct appropriate follow-up activities with students, including discussions about the cases heard and the appellate process.
 6. **Evaluation:** We will complete and return program evaluation forms within two weeks of the court visit.
 7. **Photography/Media:** We will ensure that proper media releases are obtained for any students photographed or recorded during the event.
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AUTHORIZATION

I certify that I have reviewed this application and our school is committed to meeting all requirements for participation in the "Courtroom in the Classroom" program.

Principal Signature: _____ **Date:** _____

School Liaison Signature: _____ **Date:** _____

SUBMISSION INFORMATION

Please submit completed application to:

Stacie A. Brant, Courtroom in the Classroom Coordinator
Eleventh District Court of Appeals
111 High Street, N.E.
Warren, OH 44481-1219
Email: sabrant@11thappealohio.us
Fax: (330) 675-6673

What happens next?

1. You will receive confirmation of your application within 5 business days.
 2. Applications will be reviewed by our selection committee within 2-3 weeks of the deadline.
 3. Schools will be notified of their status (accepted, waitlisted, or declined) within 2 to 3 months of the deadline.
 4. Accepted schools will be contacted to schedule an initial planning meeting.
 5. Educational materials will be provided several weeks before your scheduled visit.
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FOR COURT USE ONLY

Date Received: _____ Reviewed By: _____ Status: _____

Selection Committee Decision: ☐ Approved ☐ Waitlist ☐ Declined Date: _____

School Notified On: _____ By: _____

Scheduled Date: _____ Judge Assignment: _____

Case Numbers Assigned: _____ Attorney Notification Date: _____

NOTES
