



Planning a Lane County Circuit Court Tour

Security

Your group will go through TSA style x-ray and metal detectors at the courthouse. Please plan accordingly. For students and chaperones to avoid any unnecessary delays during the security process:

- **Leave metal objects at home.**
- Things like belt buckles, knitting needles, scissors, pepper spray and so on will set off the detectors.
- Teachers, this is especially important for chaperones. Please have all adults in your group review security guidelines prior to your tour.
- **Stay in your groups.**
- All teachers and chaperones should be mindful that many people accused of a crime are **not** in custody. Therefore, chaperones must remain with their groups at all times.

Etiquette while Attending Court

Court is a formal proceeding at which people are dealing with serious life issues. The students utmost respect for those attending court is requested.

- The courtrooms do not have sound-proof doors. Quiet voices in the lobby are required.
- Turn off your phone. Phones must be silent in the courthouse. Taking photos and recording video or audio is **prohibited** by court rule. In the courtroom a person with noise from a phone will be asked to leave. It is disrespectful to text while observing court.
- Food and drink are not allowed in any courtroom.
- Hats are not allowed in courtrooms except as required for religious observance.
- Come and go silently from courtrooms when proceedings are underway.
- Refrain from talking or whispering in the gallery.
- Do not wear attire that distracts from the serious nature of the court proceedings (e.g. logo shirts inappropriate language).

Typical Schedule

Lane County Circuit Court student tours are self-directed opportunities to observe court. However, the court can provide support for this schedule:

- 9:30 a.m. Arrive and proceed through security.
- 9:40 a.m. Court staff will meet and greet the tour and provide building layout, general court information, and information about the day's proceedings.
- ~9:45-10:00 a.m. The day's trial docket will be available at the information window on the second floor.
- 10:00 – 11:30 a.m. Observe court. In addition, the court will work to organize a schedule to meet with a judge and/or the jury clerk, or other court staff during this timeframe. Information will be provided on the day of the tour.
- 11:30 – 12:00 p.m. Depending on the desired tour length, wrap up and departure typically occurs between 11:30 a.m. and 12:00 p.m.

Group size

The Lane County Courthouse has 3 floors with very small lobbies and courtrooms. As such, a **maximum of 40 attendees is best**, but 30 or fewer is ideal. Any group over 20 should be split so that no more than 10-12 individuals are entering or leaving a courtroom at a time to avoid disruption.