



Arkansas Justice Reform Coalition

Court Watch Volunteer

Reports to: Program Director

Organization Impact:

- Observe and capture the court proceedings to be communicated to the public for greater understanding of how the criminal legal system is operating
- Be the eyes and ears of AJRC inside the courtroom.

Position Function/Goals/Deadlines:

- This is an ongoing need and your inclusion on the listserv will have the ability to sign up for court room coverage

Time Commitment and Location of Work:

- Will vary based on participant eligibility. Courts operate during the workday hours so 8am to 4pm availability is a must.
- Participants can observe court as much as they would like, but we ask that a commitment of once per month for 3 to 5 hours be the minimum with a goal to an ongoing weekly observation at a court(s) of their choosing.

Core Responsibilities

- Arrive at court early and request a copy of the names of those in court that day to reference as you complete the form, often called the docket. They may or may not provide it to you. Please make a note of your observations on if this does occur or not.
- Bring **at minimum 50** copies of the [Courtwatch Form](#) to the court to complete. Can be picked up from the AJRC office at 205 N College Ave.
- Attend court proceedings.
- Take detailed notes on the proceeding making sure to adhere to all specific court policies and procedures as signed at the courthouse/courtroom. Courtwatchers should receive specific forms that can be completed during the proceeding.
- Submit any notes or observations that might need follow up to AJRC in a timely manner, targeting within 48 hours of court attendance.
- Maintain court decorum and do not interfere with court proceedings.
- Return completed forms to the AJRC office during business hours or arrange other drop off.
- **NEVER give legal advice.**

Qualifications/Requirements

- Commitment to the mission & vision of AJRC.
- Must be 18+ years old.
- Ability to get to & from location necessary
- Ability to follow specific instructions from staff.