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# **EXIT APPOINTMENT INSTRUCTIONS**

1. Congratulate the defendant!
2. Ask the defendant and parent to complete the Parent and Participant Survey. If they have questions about the date of the trial or the time period between offense and court date, refer to the top of the tracking form. When they have finished, have them seal their surveys in the envelope. After the completion of the exit interview (the defendant and parent have left), write the case number on the front of the envelope.
3. Fill in the exit information at the bottom of the tracking form. Make sure to sign your name and date it.
4. As the defendant and parent fill out the survey, complete the information on the Diversion Notice. Refer to the top of the most recent tracking form for any unknown information. The date that the case was referred can be found on the front cover of the police report. Return the completed Diversion Notice to the Teen Court Coordinator.
5. Fill out the missing information on the Sentence Completion form.
6. After the defendant and parent complete their surveys, discuss the information on the Sentence Completion form. Let the defendant and parent know that their case will be removed from the computer as an active probation case. (If a police officer were to search their name, no information about their involvement with Teen Court and/or probation will show up.) Highly stress the need to seal the record. Even though they aren’t in the computer, their file still physically exists. When they seal it at the age of 18, the file will be destroyed. Instructions and all information needed for sealing the record can be found on the Sentence Completion form.
7. Let the defendant and parent know that as a Teen Court participant, the defendant can mark NO on any job, career or other application that asks if they have ever committed a crime. If the defendant plans on entering the armed forces, they must mark YES and explain the situation. The armed forces will conduct a search and we always send back a positive report. (To our knowledge, involvement in Teen Court has never prevented a defendant from entering service.)
8. Discuss the case with the defendant. Get a feel for how his/her life is now that he has completed his/her Teen Court sentence. Possible topics can include grades, school involvement, what he/she liked (or didn’t like) about Teen Court and his/her future goals. Offer to help him/her if possible. Remind the defendant that we are always available to help.
9. Congratulate the defendant again!