311/015.00 - Juvenile Court Calendar

Each bailiff assigned to a specific courtroom shall check the daily court calendar to be sure that all juveniles scheduled to appear are present and, if not, alert the probation department attendant or transporting deputy that the party is missing so that the matter can receive immediate attention and the court be given an adequate explanation.

The bailiff shall also check the sign-in sheets for court at the reception desk to see which cases have all the necessary witnesses, parents, attorneys, etc., present, so that priority can be given those cases where all concerned parties are assembled.