



Step-by-Step Courthouse Tour Day Procedures

***NOTE:** These Procedures will change beginning January 1, 2023*

1. **Arrive at Classroom Law Project's office.** Allow 45 minutes to an hour before the tour to **call each judge's assistant** to get more information about the docket. [tour guide-specific]
2. **Make notes on your "Tour Guide-version Docket" when speaking with the judge assistants. Then make copies of the marked-up "Tour Guide-version Docket",** to share with all teachers and chaperones (plus a few extra). [tour guide-specific]
3. **Greet tour group at Classroom Law Project's office.** Tour group drops off all their materials at the CLP Office. Tour group receives stickers.
4. **Travel to Gus Solomon lobby.**
5. Remind them to be quiet in the halls and stairways. Lead your group to the 6th Floor courtroom for the orientation. All participants are expected to use the stairs. An elevator is available for those with physical limitations.
6. **Deliver Orientation** (approx. 15 min). See the *"Tour Orientation Outline"* document for details.
7. **Travel to the Justice Center.**
8. **Stop #2, the Justice Center.** Go through the metal detector first to model how to do it correctly. Go to the second floor and remain in the hallway to facilitate groups observing arraignments and Community Court. (20-30 min.)
9. Escort the groups to **Stop #3, the Multnomah County Courthouse.** Let the teacher know where in the courthouse you can be found until noon. Remind the teacher to sign in and out with Security (1st floor lobby).
10. **At the Multnomah County Courthouse,** you can join a group that looks like it needs help, jump from group to group to offer help, or set up camp in the hallway so that groups know where to find you if they have questions (until noon). Try to help groups know what hearings have ended so they do not make unnecessary stops.