

Office of Government Liaison and Public Relations



SPECIALIZED COURT VISIT REQUEST FORM

WELCOME

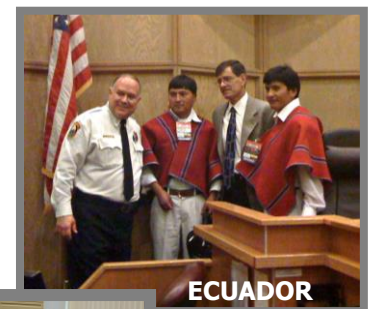
The Eleventh Judicial Circuit offers specialized court visits to college students, adults and visiting dignitaries from foreign countries who may have specific interests and wish to observe proceedings in various areas of the law.

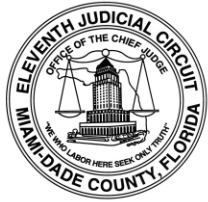
These visits are tailored to foster and enhance the understanding of the State Courts System via collaborative efforts among Judges, Court Administration, the Clerk of Courts, and Justice Partners such as the State Attorney's Office, Public Defender's Office, and Law Enforcement.

Scheduling a Specialized Visit: When contacting us to schedule your specialized visit, please remember the following: specialized court visits must be scheduled **at least one month in advance** to ensure ample time for appropriate arrangements to be made with all justice partners involved, and for a professional program to be developed.

Security Procedures: All courthouses have a security check point, therefore on the event date, please plan to arrive at least 15 minutes ahead of the scheduled time to allow for security screening. All visitors and their belongings must go through security screening procedures (magnetometer and x-ray machines). We recommend that visitors not bring backpacks or voluminous coats unless necessary, as this delays the screening process.

Importance of Timeliness: Once a professional program is developed for your visit, it is important that visitors adhere to the times referenced in the agenda. Our judges take time out of busy court calendars to share their expertise, foster educational initiatives and provide first-hand exposure to the U.S. justice system, therefore your cooperation in adhering to the program schedule is greatly appreciated.





SPECIALIZED COURT VISIT REQUEST FORM

Office of Government Liaison and Public Relations
Eleventh Judicial Circuit of Florida
73 West Flagler Street, Room 1800, Miami, FL 33130
CONTACT: Ms. Eunice Sigler (305) 349-7189 Office
(305) 349-7190 Facsimile • esigler@jud11.flcourts.org Email

COMPLETE AND FAX THIS FORM TO: (305) 349-7190

REQUESTED DATE: _____ ALTERNATE DATE: _____

UNIVERSITY /
VISITING COUNTRY: _____

Contact Person /
Group Coordinator: _____

Phone Numbers: _____
Please provide office number as well as mobile number where you can be reached on day of visit.

E-mail Address: _____

Total Number of Visitors: _____

What area(s) of our state
court system are you
interested in observing?

(PLEASE CIRCLE ONE)

CIVIL CRIMINAL DOMESTIC VIOLENCE FAMILY JUVENILE PROBATE

What is the goal of
your visit?

Kindly provide a brief
description of the visiting
group. For example, foreign
judges, students, attorneys,
administrators, officials, etc.

Please provide additional
information on any special
accommodations being
requested.

Will you be bringing a
translator and/or translating
equipment? (Please note: the
Eleventh Judicial Circuit does
not provide translation
services for court visits).

(CIRCLE ONE)

YES NO

What is the length of your
visit?

(CIRCLE ONE)

½ Day 1 Day 1 ½ Days 2 Days 3 Days 4 Days 1 Week

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE MIAMI-DADE COUNTY COURT'S ADA COORDINATOR AT LAWSON E. THOMAS COURTHOUSE CENTER, 175 N.W. 1ST AVE., SUITE 2702, MIAMI, FL 33128, TELEPHONE NUMBERS (305) 349-7175 FOR VOICE OR (305) 349-7174 FOR TDD AND 349-7355 FOR FAX, WITHIN TWO WORKING DAYS OF YOUR RECEIPT OF THIS DOCUMENT. IF YOU ARE HEARING OR VOICE IMPAIRED, PLEASE CALL 711 FOR THE FLORIDA RELAY SERVICE.