



State of Rhode Island Judiciary

Supreme Court

Shadow Program Application

Student Information

First Name: _____

Last Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Telephone Number: _____

School: _____

School Address: _____

City: _____ State: _____ Zip Code: _____

Grade: _____

Grade Point Average: _____

Expected Graduation Year: _____

Area of Interest:

Is this your first shadow opportunity within your area of interest? Yes No

Why do you want to shadow a Judiciary professional?

Emergency Contact Full Name: _____

Emergency Contact Telephone Number: _____

Has the parent or guardian consented to this visit? Yes No

Permission slip provided Yes No

Coordinator Information

First Name: _____

Last Name: _____

Email: _____ Telephone Number: _____

Relationship to Student: Teacher Parent or Guardian

By signing below, I hereby acknowledge that I have completely read the Shadow Program Guidelines provided by the Shadow Program Coordinator. I also affirm the truth of the following statements:

- I grant permission to the student named above to participate in the Shadow Program;*
- I acknowledge that the student, teacher, and parent or guardian have read, understand, and agree to comply with the Shadow Program Guidelines;*
- Copies of the guidelines have been provided to the student, teacher, and parent or guardian; and*
- If the undersigned is not the student's parent or guardian, I have provided the Shadow Program Coordinator with a copy of a signed permission slip from the student's parent or guardian.*

Signature: _____ Date: _____



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Shadow Program Guidelines

Mission

The goal of the Shadow Program is to expose high school and college students to careers in public service and the legal field. Students gain exposure by observing court proceedings, shadowing, and/or interviewing a professional represented in the Judiciary's workforce. These guidelines have been established to ensure this program results in a safe and rewarding experience for all participants involved.

Student Guidelines

1. Cellular telephones are not to be seen, heard, or used during the program, unless for emergencies.
2. Participating students must adhere to arrival and departure times, and must contact Sara F. Gilkenson, Shadow Program Coordinator, in the event of a schedule conflict.
3. Students will be expected to be processed through metal detectors before accessing any courthouse location.
4. The student and teacher, parent, or guardian identified on the Shadow Program Application are responsible for providing transportation to and from the Licht Judicial Complex on the day(s) of the student's shadow visit(s).
5. The student is responsible for holding onto valuable items at all times. The Judiciary is not responsible for any lost or stolen items.
6. Students must adhere to standards of conduct designated by the school district.
7. Students must adhere to the Courthouse Rules (copy provided) while participating in the program.

8. Participating students are encouraged to wear comfortable shoes and professional attire or the school uniform.
9. Students observing court proceedings will be required to walk from the Fogarty Judicial Annex to either the Garrahy Judicial Complex or the Licht Judicial Complex. Please prepare for any predicted weather on the day of your visit.
10. Students scheduled to observe court proceedings will be dropped off in the courtroom by Sara F. Gilkenson, Shadow Program Coordinator. While court personnel and security will be present in the courtroom at all times, the student will be left unattended to observe the court proceedings and will be picked up by the Shadow Program Coordinator at a designated time.
11. The Judiciary reserves the right to select program participants based on academic interest, long term goals, and available staff volunteers.
12. The Judiciary will not be held responsible for a student's decision to leave court premises before the established time of dismissal.

If you have questions about any aspect of this program, please contact the Shadow Program Coordinator.

Sara F. Gilkenson, Judiciary Shadow Program Coordinator
 Telephone: (401) 222-8644 || Email: sgilkenson@courts.ri.gov

By receiving this document and signing below, the student, teacher, and parent or guardian acknowledge that they have read, understand, and agree to comply with these guidelines. If student participation is coordinated through the school, the student and teacher take responsibility for obtaining permission from the parent or guardian and acknowledge that the parent or guardian has consented to this waiver.

 Student Signature

 Student Name (Print)

 Teacher Signature

 Teacher Name (Print)

 Parent or Guardian Signature
(if student is under the age of eighteen(18))

 Parent or Guardian Name (Print)



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Shadow Program - Courthouse Rules

- Cellular telephone use is strictly prohibited in the courtrooms. Cellular telephone camera and video is strictly prohibited in the courthouse.
- Inclement weather – In the event of adverse weather conditions and/or other unusual conditions, information will be posted on the Rhode Island Judiciary's website at www.courts.ri.gov and by media outlets throughout the state, including radio and television.
- Proper dress is required. No shorts, tank tops, or hats are allowed in any courtroom.
- Children are allowed in the courtrooms as long as they are not disruptive during the proceedings. There is no daycare service at any of the courthouses.
- There is no food or beverages allowed in the building. Please see the Capitol Police if there are exceptions.

Building Entrance Protocol – General Public

Note: Individuals who Refuse to Submit to Security Screening Shall not be Allowed to Enter the Courthouse.

All visitors entering the courthouse shall be processed through the metal detectors as follows:

- Place any bags or personal belongings on the x-ray belt or in the container provided for scanning, including purses, watches, jewelry, backpacks, and pocket contents;
- Place overcoats or jackets on the belt of the x-ray machine; and
- Walk through the metal detector.

If the metal detector sets off an alert or alarm, an officer may perform another scan using a hand-held wand. The officer may also conduct a physical search of personal articles to determine the cause of the alert or alarm.

Before leaving the security checkpoint, please ensure that you retrieve all personal possessions. Capitol Police **will not** hold any personal property that is not permitted in the courthouse as well as the prohibited items listed below.

Prohibited Items

- No weapons of any type.
- No cutting instruments of any type, including knives, scissors, or anything with a cutting edge.
- No sharp objects, including knitting needles.
- No tools of any type.
- No aerosol sprays or containers, including mace, pepper spray, hairspray, etc.
- No photographic or audio-visual equipment of any type, including cameras, video, or audio recorders or players.