



**Arizona Superior Court  
Pima County  
110 West Congress, 9<sup>th</sup> Floor  
Tucson, Arizona 85701**

***Request for  
Courtroom Observation Visit***

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring School or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Requested Date of Visit: \_\_\_\_\_ Estimated Time of Arrival: \_\_\_\_\_

Departure: \_\_\_\_\_

Size of Group: \_\_\_\_\_ If students, how many adults will accompany? \_\_\_\_\_

Type of Visit: \_\_\_\_\_ Courtroom Observation Opportunity  
(Check all that apply) \_\_\_\_\_ Other, specify \_\_\_\_\_

***All visits to the courthouse that include courtroom observation must be coordinated with the  
Community Relations Office (724-4264) so the courtroom can be assigned.***



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***Notice to Student Visit Group Leaders***

The leader of a student tour group should complete the “Request for Courtroom Observation Opportunity” form. If the visit to the courthouse is to include courtroom observation, the visit must be coordinated through the court Community Relations Office (724-4264). This office will schedule the courtroom(s) to be visited and notify the bailiff of that courtroom about the visit. When you arrive at the courtroom, the bailiff will meet with you outside the courtroom to give you a short description of the case being tried. You and your students may then enter the courtroom. All members of the tour are expected to comport themselves in the courtroom in a manner consistent with the dignity of a judicial proceeding.

The educational experience of your students may be enhanced by the observation of legal proceedings often held immediately before or after recesses when the jury has left the courtroom. In addition, many judges welcome the opportunity to explain the proceedings and answer students’ questions during recess periods. The bailiff may be able to give you an idea of when the next recess may occur. Please understand that the judge’s schedule or the demands of the case being heard at the time may not always permit the judge to speak to the students. When the judge announces a recess, do not leave the courtroom, but wait until the jury leaves and any proceedings with the lawyers are complete. At that time, if the judge can answer questions, he or she will address the students. A great deal more can generally be learned from a courtroom experience if the judge has an opportunity to explain to the students what it is they have just observed and answer questions.