

Maine Volunteers for Justice

...supporting the courts, serving the public...



General Information About Volunteering

1. Volunteering at courthouses takes place during regular operational court hours of 8 a.m. to 4 p.m. Volunteering off premises will be according to mutual agreement of Volunteer and Supervisor.
2. Courthouse Volunteers are asked to commit to a minimum of one 2-hour shift per week, unless otherwise agreed upon by the Volunteer and the Court Clerk. Commitments of MORE than 2 hours a week are preferable to maximize efficiency and use of Volunteer and Clerk time.
3. Volunteer training will vary according to the role the Volunteer assumes. Most training for work in the clerk's office will be on-the-job and determined and over-seen by the Clerk of Courts.
4. Volunteers in training programs, special projects, or internships will set training, supervision, and time commitments by agreement on an *ad hoc* basis.
5. All Volunteers will be held to the ethical standards of court employees, and will guarantee to uphold the codes of confidentiality and impartiality with regard to their court-related work.
6. All Volunteers agree to participate in an evaluation and feedback process at the end of their engagement with Maine Volunteers for Justice.

State of Maine



Judicial Branch

Service Worker Application

Name (first, middle, last):

Address:

Telephone: Home: Work: Other:

Email address:

Best time to reach you: Home: a.m./p.m. Work: a.m./p.m.

Why do you want to perform service work with the Judicial Branch?

In what location would you prefer to be assigned?

What day(s) would you like to work?

1st choice: 2nd choice:

How many days a week would you like to work?

How many hours per day would you like to work?

Would you like - mornings - afternoons?

What type of work interests you?

Typing experience: - yes - no Words per minute (if known)

Please describe your computer skills:

Are you interested in learning additional computer skills? - yes - no

What is your job or career background? (please attach résumé if you have one)

Are you currently working or volunteering for another organization? - yes
- no

If yes, where and for how long?

Please list two non-family references we may contact:

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relationship:	Relationship:

Do you have a close personal relationship with a Judicial Branch employee? - yes
- no

If yes, with whom? Location:

Background Investigation: I understand that to be considered as a service worker in the Judicial Branch, I must complete and sign the attached Background Investigation Information Sheet.

Immunity from Civil Liability: I understand that if I am a volunteer through Maine Volunteer For Justice, there is protection for volunteers from civil liability during the course of appropriate service under HR91, the Federal Volunteer Protection Act of 1997.

Signature: Date:

Send to: Administrative Office of the Courts, P.O. Box 4820, Portland, ME 04112



State of Maine Judicial Branch
BACKGROUND INVESTIGATION INFORMATION

Instructions: You may complete this form electronically or by handwriting the information. If you complete it electronically, you must then print and sign the form. **An original signature is required.**

Acknowledgement: By completing and signing this document, I understand that to work in the Judicial Branch, a background investigation must be conducted by the Maine Judicial Branch Office of State Judicial Marshals. This background investigation will include, but is not limited to, an inquiry and documentation of any criminal conviction, arrest and conviction records, also any motor vehicle offense or convictions. I understand that my status as an applicant with the Judicial Branch is contingent on the results of this investigation. I hereby consent to a background investigation and give permission to the Office of State Judicial Marshals to examine any criminal and motor vehicle arrest and conviction records, or other regulatory agency records that pertain to me.

Have you ever been convicted of any criminal offense, not including non-criminal traffic offenses? No ___ Yes ___
If yes, Please explain:

Name: (please print)	(First)	(Middle)	(Last)
Maiden or previous names used: (list all)			
Date of birth:	Social Security Number:		
Current driver's license number:	State:		
Prior state driver's license number:	State:		
Current Address:	(Street)	(City)	(State) (Zip)
From:	To: Present:		
I have lived at this address for the past 10 years or more. No ___ Yes ___ If no, see page 2 for additional information.			

I declare that the information provided herein is true, accurate, and complete to the best of my knowledge.

 Signature of Applicant Date

Administrative Section
For internal Judicial Branch use only:
 Print name of HR Rep/Program Mgr.

 Signature Office Date

Investigation for HR Department: Employee ___ Volunteer ___ Manpower ___ Contractor ___ Intern ___
 Extern ___ Law Clerk ___

Supervisor: _____ Location: _____

Investigation for Program Manager: LEP ___ CADRES ___ CASA ___ GALS ___ FDP ___ Bail Commissioner ___

Supervisor: _____ Location: _____

BACKGROUND INVESTIGATION INFORMATION

Please list your former addresses and dates at those addresses for the **past full 10 years**, including temporary addresses, such as college dormitories, etc. If you do not know the exact dates, give an approximate date. Be sure to include the full address – street, city, State, and zip code.

This section must be complete or your application cannot be processed.

Former address 1:			
From:		To:	
Former address 2:			
From:		To:	
Former address 3:			
From:		To:	
Former address 4:			
From:		To:	
Former address 5:			
From:		To:	
Former address 6:			
From:		To:	
Former address 7:			
From:		To:	
Former address 8:			
From:		To:	
Former address 9:			
From:		To:	
Former address 10:			
From:		To:	