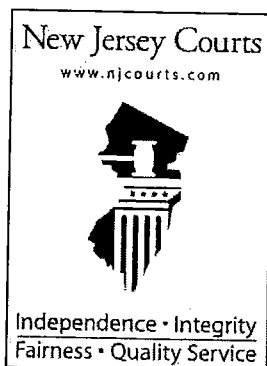


## VOLUNTEER PROGRAMS



### SUPERIOR COURT OF NEW JERSEY CAMDEN VICINAGE

Hall of Justice  
101 South Fifth Street  
Camden, New Jersey 08103  
856-661-2700

[www.njcourtsonline.com](http://www.njcourtsonline.com)  
[www.njcourtsonline.com/volunteer/index.htm](http://www.njcourtsonline.com/volunteer/index.htm)

### Camden Volunteer Programs

Camden Vicinage Superior Court serves the citizens of Camden County through a fair and efficient system of justice. Camden Vicinage relies on hundreds of volunteers to ensure that individuals and families involved with the courts have access to a variety of available services in order to expedite their cases, provide assistance in a crisis and following a crisis, and provide general information regarding court process.

For more information, please contact:

Volunteer Services Liaison  
Hall of Justice  
101 South 5th Street  
Camden, New Jersey 08103  
856-661-2700  
FAX: 856-379-2271  
[audrey.rigsbee@njcourts.gov](mailto:audrey.rigsbee@njcourts.gov)

*Camden County Superior Court is proud of its volunteers and appreciates their contributions that improve court processing and services available to the community.*

### New Jersey Judiciary

#### The Administrative Office of the Courts

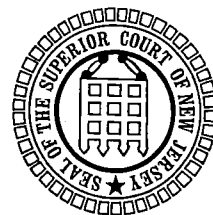
Stuart Rabner  
Chief Justice

Glenn A. Grant, J.A.D.  
Acting Administrative Director

#### Superior Court of New Jersey Camden Vicinage

Deborah Silverman Katz  
Assignment Judge

Carole A. Cummings, Esq.  
Trial Court Administrator



### **Child Placement Review Boards**

The Child Placement Review (CPR) program is a key component of the court's role in the oversight of children in foster care. Groups of trained judicial volunteers, appointed by the assignment judge, assist the court in reviewing cases of children placed outside of their homes by the Division of Child Protection and Permanency (DCP &P). A volunteer is assigned to a CPR Board, consisting of about 5 volunteers, to review these cases.

CPR Boards conduct various reviews of children involved in "voluntary placement" cases. In such cases, DCP &P has placed a child out of his or her home pursuant to a voluntary agreement signed by the parent but there is no allegation of abuse or neglect and DCP&P has not filed a child abuse or neglect complaint case against the parent. In "litigated" cases, for which DCP &P has filed a child abuse or neglect complaint, a CPR Board conducts one review to determine the progress made by DCP &P in addressing the child's needs and any potential barriers to finding a safe, permanent home for the child. These litigated cases remain under the direct oversight of a judge.

In all cases, CPR Boards draft case-specific recommendations for the consideration of a judge. At CPR Board meetings, held at designated court facilities on a scheduled basis, the Board may interact with DCP &P caseworkers or their supervisors, parents, foster parents, or other child welfare stakeholders. CPR volunteers complete court-sponsored initial training upon appointment as well as annual continuing education programs dealing with current child welfare issues, ensuring their meaningful participation in the child placement review process.

### **Court Appointed Special Advocates**

The Court Appointed Special Advocate (CASA) program is designed to help monitor abused and neglected children in out-of-home placements. CASA fulfills this mission by the careful recruitment, training and supervision of community volunteers who are then assigned to a child in the foster care system.

### **Courthouse Visitor Assistance**

Courthouses throughout the state benefit from having volunteers stationed at a welcome and information center. These volunteers will assist people in finding their respective destinations within the court building. They will answer telephones, direct calls, and be a source of information for people needing assistance. The courthouse is open from 8:30 a.m. until 4:30 p.m., Monday through Friday.

### **Juvenile Conference Committee**

The Juvenile Conference Committee (JCC) works with alleged juvenile offenders under the supervision of the Superior Court. During a confidential hearing a panel of six to nine members will review juvenile complaints referred by the court, interview juveniles and parents, and make recommendations regarding the resolution of the matter to the court.

Recommendations may include counseling, restitution, letters of apology, or other conditions with the intent to assist the child in becoming a responsible adult and reduce the likelihood of recidivism. The JCC reviews first and second time minor offenses that include but are not limited to criminal mischief, criminal trespass, shoplifting, and simple assault. The JCC does not adjudicate the juveniles, impose fines, or order confinement in these cases. Volunteers must agree to the following...

- To be appointed by the Presiding Judge of the Family Court;
- To serve one evening a month, three to four hours;
- To successfully complete program specific training.

### **Guardianship Monitoring Program**

Volunteers are appointed and trained to serve as Guardianship Monitoring Program (GMP) researchers and reviewers. Researchers examine documents contained in guardianship files and enter information about the guardianships into the Guardianship Monitoring System (GMS). Researchers also help obtain current information about incapacitated persons and their guardians and update GMS records. Data that researchers enter into GMS are used to build the statewide GMS database and to verify that guardians comply with reporting requirements. Reviewers examine inventories and annual reports filed by guardians. These documents provide the court with information about the affairs of incapacitated persons that is used to ensure they are being handled properly and in their best interest. Reviewers use GMS to record their findings including errors or discrepancies in guardians' reports and to make recommendations about follow-up action that may be necessary by court staff or Probate Part judges. Researchers and reviewers must have basic computer skills and should have some experience and/or interest in reading and understanding legal and/or financial documents.

### **Municipal Court Mediation**

Mediation is a structured, non-adversarial process that allows a neutral third party to assist disputing parties in reaching a mutually acceptable solution. The mediation process can be a less expensive, informal, and a more meaningful alternative to the traditional trial process, largely because of the efforts of trained volunteers and the resolution being decided by the participants. Volunteers must agree to the following...

The typical types of cases handled through the intervention of a trained mediator include, but are not limited to: simple assaults that do not include personal injury, trespass, harassment, creating a disturbance, animal or pet complaints, annoying phone calls, property disputes, non-payment of bills, bad checks, and criminal mischief. On average, volunteer mediators devote between two and six hours per month.

### **Volunteer Requisites**

- Enjoy working with a diverse public;
- Have good communication skills (reading, speaking, writing);
- Bear satisfactory criminal background check results;
- Successfully complete program training curriculum;
- Receive a letter of appointment from the Assignment Judge and take an Oath of Office and Confidentiality for Judiciary Volunteers;
- Perform their responsibilities in a professional manner, in accordance with Code of Conduct for Judiciary Volunteers.

**After meeting all of the requirements and conditions for becoming a volunteer, the volunteer must attend continuing education training as required/requested.**



# New Jersey Judiciary Volunteer Application

**For Office Use Only**

Date Received:

Program Assigned:

**General Instructions:** Please print clearly. Submit completed application, including original signature, to your local Superior Court office. For information about the programs available in each county (since not all programs are available in all counties) or to find courthouse contact/mailling information, please go to: [njcourts.gov](http://njcourts.gov).

**Program Selection:** Number the program(s) in order of your interest or preference (1 = first choice; 2 = second choice, etc.).

<input type="checkbox"/> Child Placement Review Board	<input type="checkbox"/> Courthouse Visitors Assistance	<input type="checkbox"/> Guardianship Monitoring Program
<input type="checkbox"/> Juvenile Conference Committee	<input type="checkbox"/> Courthouse Services Assistance	<input type="checkbox"/> Municipal Court Mediation
<input type="checkbox"/> Special Civil Part Mediation	<input type="checkbox"/> Other* (specify) _____	

\* Only a limited number of programs (most popular) are listed above. See General Instructions for information about your local programs.

<b>Personal Information</b>	Name: Title		Last		First		Middle Initial	
	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.					
	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr.	<input type="checkbox"/> Rev.					
	Home Address: Street				City		State	Zip Code
	County of Residence		Home Phone		Work / Business Phone		Cell Phone	
	Primary E-mail Address						Are you OVER 18 years old?	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Emergency Contact Person (Name)						Emergency Contact's Phone	
	Have you ever been convicted of a crime (including Disorderly Persons) which has not been expunged by the court? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, give details of each conviction and disposition below. A conviction will not necessarily preclude you from consideration unless such convictions(s) relates adversely to the volunteer position sought.			

<b>Education / Skills</b>	Check Highest Level of School Completed			
	<input type="checkbox"/> Junior High	<input type="checkbox"/> High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Advanced Degree
	Degree Earned	Major Area Studied	Are you still in school?	If yes, give details.
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	In addition to English, do you speak another language? <input type="checkbox"/> Yes <input type="checkbox"/> No		Language(s) and Your Proficiency Level	
		_____ <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write		
		_____ <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write		
Relevant Special Skills / Activities / Certificates				

<b>Employment</b>	Present Employer			Number of Years Employed?
	Business Address: Street			City State Zip Code
	Job Title	Major Duties		Business Phone
	If worked for less than one year, complete Previous Employer section below.			
Previous Employer		Previous Job Title	Employer Phone	Number of Years Employed?

# NJ Judiciary Volunteer Application

<b>Availability / Referral</b>	Are you willing to make a commitment for one year or longer? <input type="checkbox"/> Yes <input type="checkbox"/> No							
	<b>Hours Available</b>							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>From</b>								
<b>To</b>								
How did you learn about court volunteer opportunities? Please check all source(s) below and further specify as much as possible.								
<input type="checkbox"/> NJ Court Web Site <input type="checkbox"/> Other Web Site <input type="checkbox"/> School <input type="checkbox"/> Church <input type="checkbox"/> Newspaper Ad or Article <input type="checkbox"/> Radio / TV Ad <input type="checkbox"/> Family, Friend or Coworker <input type="checkbox"/> Community Organization <input type="checkbox"/> Courthouse <input type="checkbox"/> Job/Career Fair <input type="checkbox"/> Other (please specify) _____								
<b>Affiliations</b>	Are you associated with the justice system or with anyone involved in the program to which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give details. (Use additional paper if necessary.)				
	Are you currently a member of any professional, community, political, or social organization or group? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give group name, position held, etc. (Use additional paper if necessary.)				
	Do you hold an elected political position? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give title				
	Do you hold an appointed political position? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give title				
	Have you ever had a salaried position working with juveniles? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give details. (Use additional paper if necessary.)				
	Any past volunteer work? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give details. (Use additional paper if necessary.)				
<b>References</b>	Name: Last		First		Relationship (friend, coworker, etc.)		Daytime Phone	
	Home Address: Street				City		State	Zip Code
	Name: Last		First		Relationship (friend, coworker, etc.)		Daytime Phone	
	Home Address: Street				City		State	Zip Code
<b>Statements</b>	I, the undersigned, hereby: <ul style="list-style-type: none"> <li>• understand that as a condition of appointment to a Judiciary volunteer position, if selected, I will be fingerprinted and a request for a criminal history record will be filed with the State Police;</li> <li>• authorize court personnel to conduct such investigation into my background as is necessary, with the understanding that all the information requested will be held in confidence and used only to determine my suitability for placement in a Judiciary volunteer program;</li> <li>• understand that I must complete all training required to maintain a judiciary volunteer appointment, if accepted;</li> <li>• acknowledge that, to the best of my ability, all the information given on this form is true.</li> </ul>							
	Applicant Signature (or if under age 18, signature of a parent or guardian)						Date	