

# A Visual Guide to the Sherburne County Courthouse



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# ARE YOU GOING TO THE SHERBURNE COUNTY COURTHOUSE?

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THIS GUIDE WILL TELL YOU WHERE TO GO AND WHAT TO EXPECT

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# Court Security

- Before you can enter the courthouse, you must go through the security area.
- All items you are carrying will be put through an X-ray machine. You will walk through a metal detector.
- This is done to prevent courthouse users from bringing prohibited items into the building. The security measures protect the safety of everyone in the courthouse and prevent banned items from being brought into a courtroom.
- Jackets, belts and/or shoes may need to be removed and go through the X-ray machine.



# Court Security



## **What items are not allowed in the courthouse?**

- Guns or ammunition
- Knives or cutting tools
- Chemical sprays
- Explosives
- Replica or toy versions of these items
- Foods
- Liquids

## **Who will I see in this area?**

- Court Security is run by the Sherburne County Sheriff's Office. The uniformed officers are sheriff's deputies, also known as Court Security.
- If you have questions or concerns about where to go or your safety while in and around the courthouse, these deputies can assist you.

# Finding your Courtroom

- Once you are through security, check-in for your hearing in the Court Check-In Area.
- Computer screens on the wall show you the names of the parties who have cases scheduled that day, as well as the courtroom number where the hearing will occur.
- Confidential cases (for example, certain juvenile cases) will only list the court file number. If you do not see your name on the screen, go to the Court Administration counter and ask for assistance. You may need to provide identification.



# Who will be in the Courtroom?

- Judge, court reporter, court staff, court security, attorneys, parties, witnesses and in some cases, jurors.
- There may be other people in the courtroom, including: interpreters, social workers, members of the public and possibly members of the media.
- Generally, court hearings are open to the public. However, certain cases may be confidential and closed to the public.



# Where does everyone sit?



# Court Administration

- Court Administration handles the day-to-day management of the court system. Court Administration is where you go to file documents for your court case. Staff accept the filing of court documents, maintain a file system of cases, provide certified and non-certified copies of filed documents and process orders completed by judges.
- Court Administration staff can provide you with public information from case files, including information as to when the next court hearing is scheduled and/or in some instances, identify which documents need to be filed in order to advance the case.
- If you need to request a court hearing be rescheduled, Court Administration staff can provide you with information and outline the steps necessary to make a continuance request.
- Court Administration staff will also review documents to ensure they have necessary signatures, correct county name, and correct case number.





# Reporting for Jury Duty

- Casual or comfortable dress is acceptable.
- Jurors are not allowed to wear hats, drink beverages, chew gum or use tobacco products in the courtroom. You may bring an empty water bottle to fill at the hydration stations within the courthouse for use in the Jury Assembly Room.
- Wireless internet is available for use in the Jury Assembly Room. Cell phones, computers and all internet accessible devices are not allowed in the courtroom but may be used in the Jury Assembly Room.
- Normal hours for jurors hearing testimony in court cases are 8:30 a.m. to 4:30 p.m. There is usually a 1 to 1 1/2 hour break for lunch.
- More information on jury duty can be found at [mncourts.gov/jurors.aspx](http://mncourts.gov/jurors.aspx)



## Self-Help Center

Tenth Judicial District Self-Help Center staff can provide:

- Information about court processes and procedures.
- Forms and a review of forms for completeness.
- Assistance in locating free or low cost legal services and programs, including legal advice clinics.



## Law Library

- The Sherburne County Law Library Manager is Julie Pettit.
- The Law Library can assist you with locating legal materials, researching legal issues and obtaining court forms.
- The Law Library also has research materials, computers, internet access, printers and a copy machine available (there may be a fee for printing/copying).



Self-Help Center and Law Library Staff cannot provide you with legal advice. Staff cannot recommend a particular course of action, predict or guarantee an outcome, or offer legal strategy.

# Helpful Tips

- Turn off your cell phone.
- Do not chew gum.
- Do not wear a hat in the courtroom.
- Do not bring children unless you have been instructed to do so.
- Dress appropriately for the courtroom setting. You do not have to buy new clothing for court, but remember, it is a formal place and you want to be respectful and conservative in your appearance.
- Your appearance time can vary. Make sure to set aside enough time to get to the courthouse, park, go through security and find your courtroom. Consider traffic and weather conditions.
- Bring your file with copies of all papers you and the other side have filed with the court or given to each other.
- Bring a notepad and pens for taking notes during the hearing. These will not be provided to you.
- During the hearing you should listen carefully, ask permission of the Judge to speak, talk directly to the Judge and not the other side, avoid arguing with or interrupting another person, and control your emotions.

# Building Address and Contact Information

The Sherburne County Courthouse is located in Elk River, off of  
Highway 10

**13880 Business Center Drive NW  
Elk River, MN 55330**

Free parking is available in the lot adjacent to the Courthouse

## 1st Floor

Community Corrections

Court Administration

Jury Assembly Room

Law Library

Self-Help Center

## 2nd Floor

Attorney Conference

Rooms

Courtrooms

## 3rd Floor

County Attorney's Office

Victim Witness Services

Sherburne County Court Administration (763) 765-4600

Sherburne County Attorney's Office (763) 765-4725

Sherburne County Community Corrections (763) 765-4550

Sherburne County Law Library (763) 765-4800

Sherburne County Victim Witness Services 763-765-4756

Tenth District Self-Help Center (763) 279-4325