



# UNITED STATES DISTRICT COURT

## WESTERN DISTRICT OF TENNESSEE

### COURTHOUSE TOURS AND CIVIC OUTREACH REQUEST FORM

The Court is committed to providing educational opportunities to schools and organizations throughout the Western District of Tennessee. Please complete the following form to schedule a court tour or one of the other programs offered by the District Court. The Outreach Coordinator will make every effort to accommodate your request on a date and time convenient to your organization, but sometimes that may not be possible due to the Judges' schedules.

Name of School or Organization

**Point of Contact:**    Name

Email Address

Phone Number

Grade and Age Range of Participants

Total Number of Participants

Disabilities Requiring Accommodations

Please Select the Court Division you would like to Visit

Memphis

Jackson

Continued on Next Page

Check any and all programs your group would like to participate in

Courthouse Tour

Observe a live Court proceeding (Note: court proceedings are often rescheduled at the last minute. We will make every effort to find a proceeding for your organization to view on the date of your visit, but sometimes that may not be possible due to the court schedule.)

Group Discussion with U.S. District Judge or U.S. Magistrate Judge with Q&A session

At my school

At the courthouse

Student participation in a Mock Jury Selection

At my school

At the courthouse

Student participation in: Mock trial | Moot Court

Group discussion With:

Court Employees

(Clerk of Court, Courtroom Deputy,  
Court Reporter, Jury Administrator, etc.)

U.S. Probation and Pretrial

Federal Public Defender

U.S. Attorney's Office

U.S. Marshals Service

At my school

At the courthouse

Teachers Law School Note: If you select Teachers Law School, you will be contacted regarding the next offering of this program

Attend a Naturalization Ceremony

Host a Naturalization Ceremony at my school

Other: Please put details in the comment section below

**Desired dates and time:**

Date 1:

Include at least three(3) proposed

Date 2:

dates and times for your visit

Date 3:

Please add any additional comments, information, or concerns below: