

# J U V E N I L E C O U R T

PARISH OF JEFFERSON

Judges

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## MEMORANDUM

**TO:** All Attorneys

**FROM:** Ann Murry Keller, Chief Judge

**DATE:** September 1, 2010

**RE:** **Juvenile Court Security Procedures for Attorneys**

Effective immediately the following procedure will be in place for attorneys entering the Juvenile Justice Complex:

1. All attorneys must either show their Louisiana Bar Association membership card or their Jefferson Bar Association card, as well as a picture I.D. when going through the security check point in the front lobby.
2. All attorneys must place all bags/briefcases and loose personal items in the x-ray machine for scanning.
3. No attorney will be required to remove their belts or shoes when passing through the metal detector but may be required to be "wanded" if the metal detector shows a large concentration of metal on their person.
4. All attorneys may keep their cell phones with them while in the building.
5. No attorney is allowed to bring a weapon into the building and will be required to return to their car to store their weapon.

Thank you very much for your cooperation in this matter. Please understand that our security procedures are still being developed, and all of these orders are subject to change in the future. However, for the time being this is the procedure to be used. If there are any questions, please contact Sergeant Bennett for clarification.

*"Serving Children, Families and the Community."*