



**United States District Court**  
NORTHERN DISTRICT OF ILLINOIS

**Field Trip Application**

Name of school or organization: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Date of visit (Tuesdays and Thursdays only, please.): \_\_\_\_\_ (Morning/Afternoon)

Grade (7<sup>th</sup> Grade or Higher): \_\_\_\_\_ Number of students (Limit 30): \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Contact Person

**Chaperone guidelines for all teacher-led student and organization groups (at the discretion of the court):**

Please plan to have one chaperone available for every 10 students or underage visitors in your group.

Please check the activities in which you would like your students to participate while at the Dirksen U.S. Courthouse [3 Hours Maximum]:

**Visit the Courthouse**

- Observe Courtroom Proceedings [45 Minutes]
- Meet a Federal Judge [30 Minutes]
- Lunch in the Courthouse Cafeteria [45 Minutes]

**Additional Activities**

- Tour a Courtroom Holding Cell
- Teacher-led Mock Trial [120 Minutes]

**Careers in the Court** [5 Minutes each]

- Courtroom Deputy
- Law Clerk
- Court Reporter
- Docket Clerk
- Court Interpreter
- U.S. Marshal
- Pretrial Officer
- Probation Officer
- IT Department
- Federal Defender
- U.S. Attorney

**Courtroom Protocol**

- Dress Code: Visitors should dress in a manner respectful of the business of the Court.
- Building Entry: Students should bring a Photo ID.
- Building Policy: Cameras and cellular telephone cameras are allowed only with advance permission of the Court. **PHOTOGRAPHING, RECORDING OR BROADCASTING IS PROHIBITED BY LAW IN THE COURTHOUSE.**
- Courtroom: Students should single file into a courtroom led by a chaperone. Students may not chew gum, talk, or make faces while observing court.

Please email this form and a list of chaperones and participant names to the Community Outreach Program at [Community-Outreach@ilnd.uscourts.gov](mailto:Community-Outreach@ilnd.uscourts.gov). To submit by mail, write to the Community Outreach Program, United States District Court, Northern District of Illinois, 219 South Dearborn Street, Suite 2530A, Chicago, IL 60604. To submit via fax, please dial (312) 408-5088. For additional information, please call 312-435-5603 or email [community\\_outreach@ilnd.uscourts.gov](mailto:community_outreach@ilnd.uscourts.gov).