

A Visual Guide to the Anoka County Courthouse



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Are you coming to the Anoka County Courthouse?
This guide will help you understand 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 visitors from bringing restricted items into the building. The security measures protect the safety of all visitors and prevent disallowed items from getting into the courtroom.



Court Security



What items are not allowed in the courthouse?

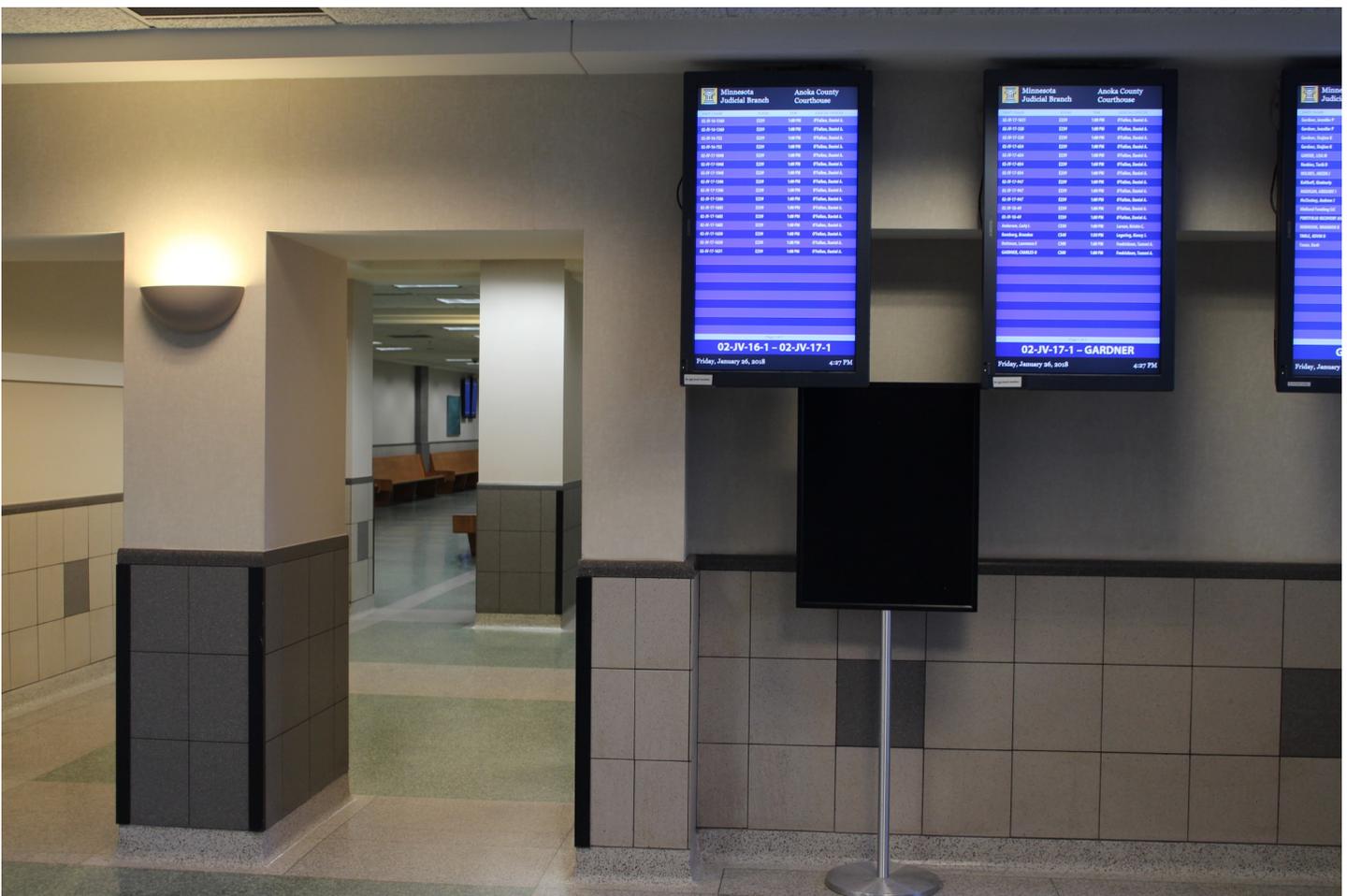
- Guns or ammunition
- Knives or cutting tools
- Chemical sprays
- Explosives
- Flammable liquid
- Replica or toy versions of these items

Who will I see in this area?

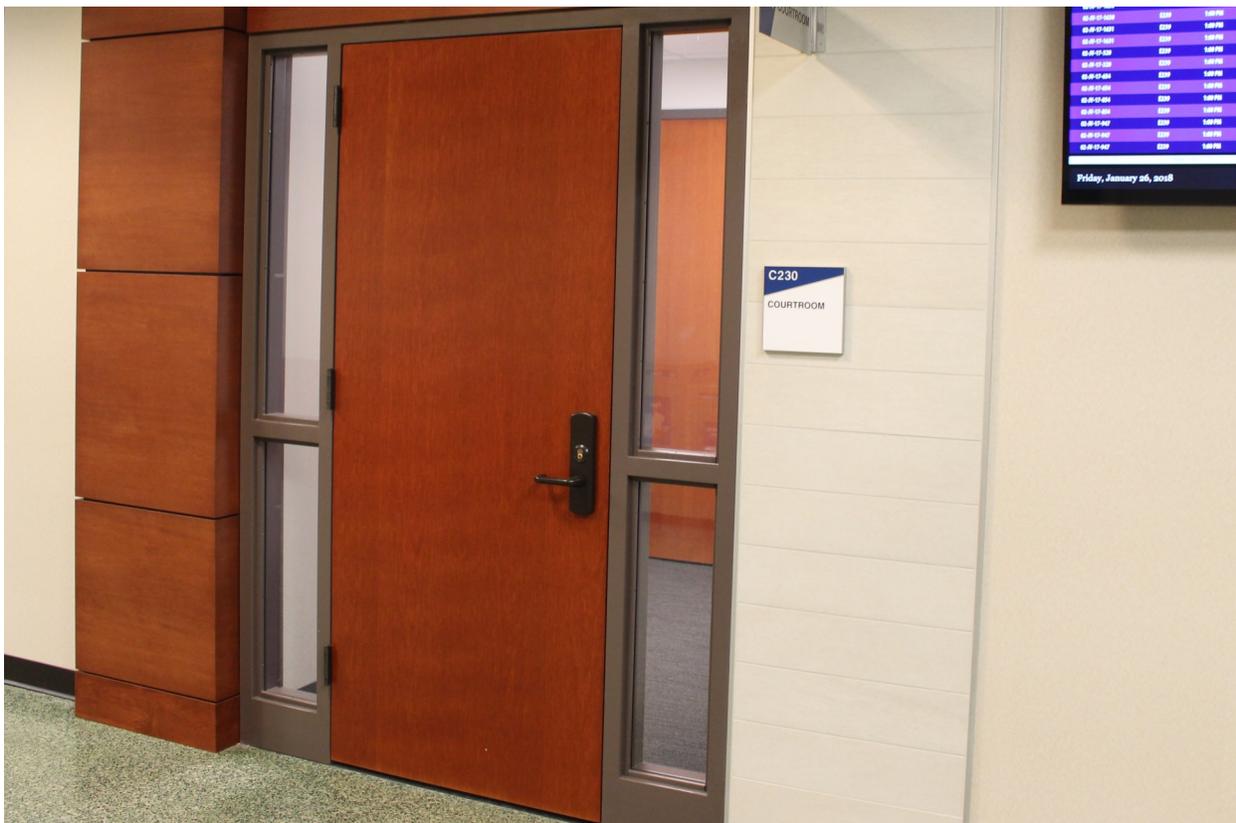
- Court security is run by the Anoka County Sheriff's Office. The uniformed officers are sheriff's deputies, also known as bailiffs.
- If you have questions or concerns, these officers can help you.

Finding your courtroom

- Once you are through security, you will see computer screens on the wall. These show you the names of defendants or cases in court that day, as well as the courtrooms where hearings are being held.
- Courtrooms are numbered. Each contains a letter and a number to tell you which wing (East, West, Center) and which floor. For example, courtroom C300 is in the Center wing on the third floor.
- Maps can be found throughout the courthouse. If you still need help finding a courtroom, you can ask the bailiffs or find a court information window (located in the hallway beyond the computer screens).



Finding your courtroom



Who will be in the courtroom?

ROLE	JOB
Judge	The judge is in charge in court. He/she sits at a large desk at the front of the room and wears a black robe. The judge listens to attorneys and others who speak in court, in order to make decisions about the proceedings.
Court Clerk	Sits near the judge at a computer and helps organize evidence and documents.
Court Reporter	Sits near the judge at a computer and types everything that is said when court is in session. The reporter or the judge may ask people to spell or repeat words for accuracy.
Defendant	The person who is charged with a crime.
Defense Attorney	Represents the defendant in court.
Prosecutor	Represents the State of Minnesota during the trial. The prosecutor's agency is the one that filed charges against the defendant.
Victim Witness Specialist	Acts as a liaison between witnesses and prosecutors. Assists with subpoenas, calls witnesses into the courtroom, and provides support to victims.
Bailiff	Uniformed officer in charge of court security.
Jury	Listens to the testimony and evidence and delivers a verdict at the end of the trial.
You	Testifies truthfully about what you remember so everyone in the courtroom can hear from your perspective what happened.

Who will be in the courtroom?

- There may be other people in the courtroom, including: interpreters, social workers, members of the public, media, and the defendant's family and friends.
- Adult court hearings are open to the public, so anyone may sit and observe.
- Juvenile hearings are typically closed to the public.



Where does everyone sit?



What happens when it is your turn to testify?

- When it is your turn to testify, you will be called into the courtroom. When you walk up to the witness stand, the court clerk will ask you to raise your right hand and promise to tell the truth.
- You will then be asked to sit in the witness stand. You will be asked to say your first and last name and may be asked to spell it out.
- The attorneys will ask you questions about yourself and why you are in court.
- While testifying, it is important to remember that only one person can talk at a time. This is so the judge and jury can hear you, and the court reporter can type what each person said.
- The defendant will be in the courtroom while you testify.



Your role and why it is important you are here

- Your testimony is essential to our justice system. Your job as a witness is to state the facts as truthfully and accurately as you remember them.
- Don't try to rehearse or memorize what you are going to say. Instead, try to visualize what happened so you will be able to answer questions confidently.
- All subpoenaed witnesses have information about the crime. Even small pieces of information can be critical in determining what actually happened.



Who decides if the defendant is guilty or not?

- The defendant gets to decide if a judge or a jury hears the case at a trial.
- If there is a jury, the jurors will sit together in the jury box.
- The jury listens to the trial and, when it is over, will decide if the defendant is guilty or not.
- If there is not a jury, the judge decides the case.

Preparing for trial

- To prepare for trial you may be able to review your statement to refresh your memory. Sometimes it is hard to remember what happened. Try to remember as much as you can. If you do not know the answer to a question or do not understand a question, you should say so.
- It can be hard to talk about something traumatic or private. Remember to take your time when answering questions. It is OK to drink water or ask for a break.
- If you have any special needs, questions or concerns, let your victim witness specialist know. You may also ask your specialist about having a support person come to court with you.

Helpful tips

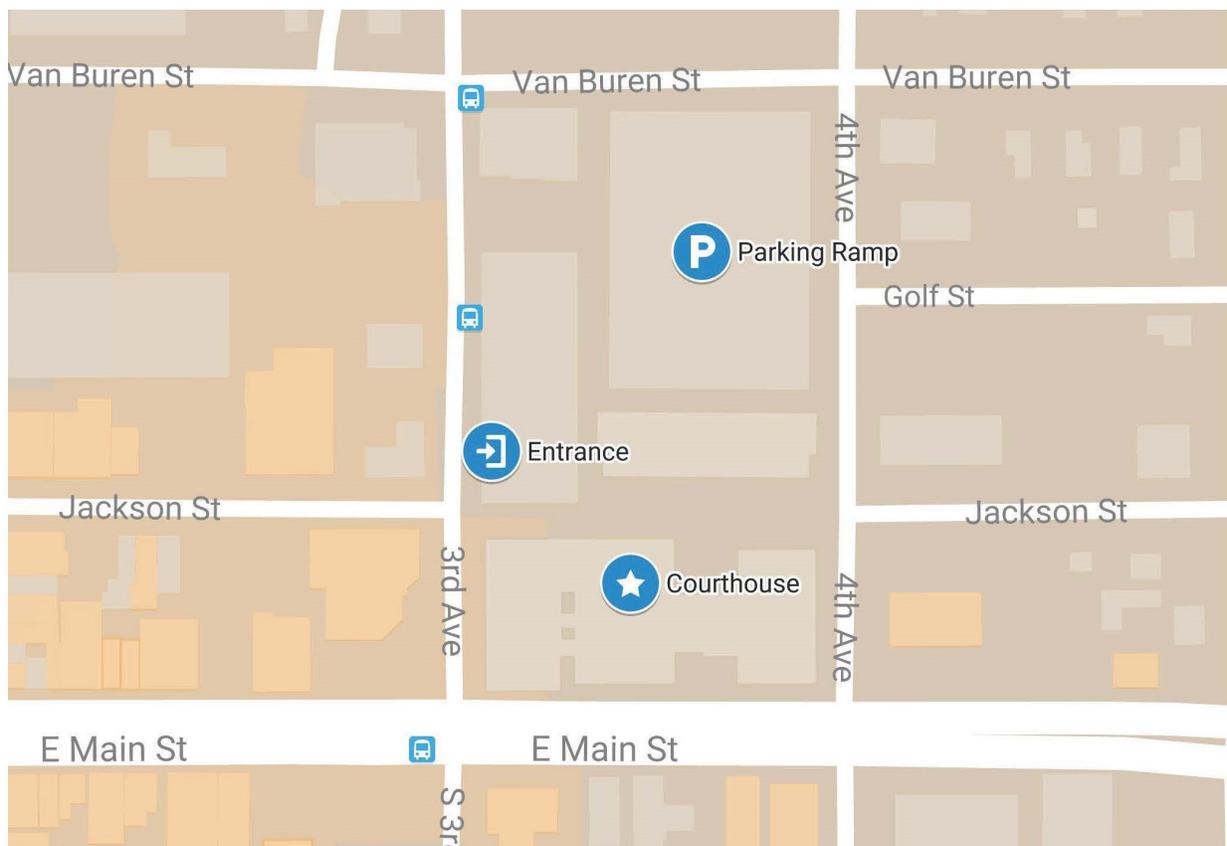
- Remember to bring your subpoena.
- Turn off your cell phone.
- Do not chew gum.
- Dress appropriately for the courtroom setting. (Your victim witness specialist can offer guidance).
- Your appearance time can vary. Arrive on time and be sure to set aside enough time in case the hearing goes longer than expected.

Directions and contact information

The Anoka County Courthouse is located in downtown Anoka, at the corner of Main Street and Third Avenue:

**2100 3RD AVENUE
ANOKA, MN 55303**

Parking is available in the parking ramp located next to the Courthouse and Government Center. The ramp entrance is on Van Buren Street.



Anoka County Attorney's Office front desk: 763-324-5550

County Attorney Victim/Witness Services: 763-324-5540

Coon Rapids and Fridley Victim Witness Program: 763-767-6495

Anoka County Courthouse general information: 763-760-6700