

Tour Request Form

Name of school or other organization: _____

Today's Date: _____

Contact Person: _____

Telephone: _____

Email: _____

Number of attendees? _____

Which Judicial Center would you like to tour?

- Manatee County Judicial Center
Bradenton, Florida
- Lynn N. Silvertooth Judicial Center
Sarasota, Florida

What date and time are you requesting the tour? (Mondays are excluded)

What does your class/organization expect from this tour?

Is there anything in particular your class/organization would like to do or see?

Please submit tour requests at least 2 weeks prior to your requested tour date.

For Sarasota County Tours:

Lynn N. Silvertooth Judicial Center
Court Administration— 8th Floor
2002 Ringling Boulevard
Sarasota, FL 34237
Phone: 941-861-7800
Fax: 941- 861-7904

For Manatee County Tours:

Manatee County Judicial Center
Court Administration— 8th Floor
1051 Manatee Avenue West
Bradenton, FL 34205
Phone: 941-749-3655
Fax: 941-749-3692

Twelfth Judicial Circuit Court of Florida

*Serving DeSoto, Manatee and
Sarasota Counties*

Tour Information



Lynn N. Silvertooth Judicial Center
Sarasota, Florida



12th Judicial Circuit Tour Guidelines

The Court has established the following policies and procedures for visiting the judicial centers:

- ◆ All judicial center tours must be scheduled at least two weeks in advance. Tours are not available on Mondays.
- ◆ Tours will be no more than two hours.
- ◆ Students must have one chaperone or teacher for every ten students, as recommended by the Sarasota County School Board Guidelines. Student groups shall be no larger than 20 students per class.
- ◆ Groups of more than 10 guests may be broken up into separate groups at the discretion of the tour guide(s).
- ◆ Please arrive at least 15 minutes early to allow enough time to pass through security. The tour guide will meet the group in the lobby.
- ◆ Guests should not bring electronic devices into the judicial centers. This includes cell phones, pagers, I-Pods, cameras, video game devices or anything that could be construed as a technical or recording device.

- ◆ The Court has entered administrative orders regarding security (2008-09-2) and photography (2004-24-2) in the judicial centers. Please review these prior to your arrival. Visit our website at www.jud12.flcourts.org for copies of these orders and for other information.
- ◆ All guests must wear proper attire when visiting the judicial centers. Shorts, hats, flip-flops, halters and tank tops are not suitable for the courtroom.
- ◆ The tour will consist of visiting courtrooms and other public areas of the Judicial Center. The tour guide may also take the group to observe court proceedings that are in session at the time of the tour. If possible, the tour guide will make every effort to accommodate any other requests.
- ◆ If a Judge is available, the tour guide will arrange for a brief question and answer session for tours.
- ◆ Please remember that the judicial centers are a place of business where our community comes to address important legal matters. All tour groups must conduct themselves accordingly and disruptive behavior will not be tolerated.

We look forward to your visit and hope we can accommodate your requests. Please contact Court Administration if you have any questions or to inform us of any specific needs.



Views of the Manatee County Judicial Center

