

RULES OF COURTROOM CONDUCT

1. Be on time. Plan to arrive at the court 30 minutes before your hearing time.
 - If unavoidably delayed, contact X at X to advise the court about the delay.
2. Be appropriately dressed and groomed.
 - Business attire for attorneys, conservative dress for litigants.
 - Remove hats prior to entering the courtroom.
 - DO NOT chew gum, eat, sleep, wear a hat, listen to earphones, text, talk on your phone, take photographs, or carry a weapon
3. Be quiet.
 - Mute cell phones, pagers and other electronic devices.
 - Keep communication and noise minimal - leave the courtroom for conversation.
 - Infants and toddlers should not be brought to court. If a child is present, he or she must be quiet while court is in session.
4. Be respectful.
 - Stand when the judge enters or leaves the courtroom.
 - Stand when addressing the court; ask for permission to remain seated if necessary.
 - When you talk to the Judge, start by saying "Your Honor." Speak loudly and clearly into the microphone and remember that only one person can speak at a time.
 - Ask for permission before approaching the bench or the witness stand.
 - Do not address parties, counsel, witnesses, or others by their first names.
 - Do not argue with the court.
5. No food or beverage is allowed in any courtroom. Water is provided.
6. Be prepared.
 - Bring your records. This includes a copy of all papers you and the other side have filed with the court or given to each other, and all orders and notices you received from the court. Bring a notepad and pens for taking notes during the hearing.
 - Bring an outline of what you want to say. As you cover each point, check it off. Before you conclude, look back to see if you covered each point. The Judge will only want to hear information that is needed to evaluate the requests made in the court papers.
 - Anything you want to show the judge, you must also show the other side. Bring a copy for them and the court.
7. Before you leave the court, make sure you understand what happens next.