

## **Courtroom Etiquette**

People who appear in court must observe these and other conventions of courteous, orderly behavior.

- A. Be punctual.
- B. Remain in attendance until excused.
- C. Dress with dignity.
- D. Address others only by their titles and surnames, including lawyers, witnesses, and court personnel.
- E. Unless instructed otherwise, stand when the Court speaks to you; stand when you speak to the Court. Speak only to the Court, except for questioning witnesses and, in opening and closing, addressing the jury.
- F. Avoid approaching the bench. Counsel should anticipate the necessity for rulings and discuss them when the jury is not seated. When a bench conference is unavoidable, get permission first.
- G. Hand to the Courtroom Deputy, not the judge or reporter, all things for examination by the judge.
- H. Stand when the judge or jury enters or leaves the courtroom.
- I. Request the use of courtroom equipment well in advance so that it can be set up while the Court is not in session.
- J. Assist the summoning of witnesses from outside the courtroom. Furnish the Courtroom Deputy and Courtroom Security Officer with a list of witnesses showing the order in which they are likely to be called.
- K. Question witnesses while standing at the lectern. When it is necessary to question a witness about an exhibit, ask permission to approach the witness.
- L. Conduct no experiment or demonstration without permission.
- M. Do not participate in a trial as an attorney if you expect you may be called as a material witness.
- N. Avoid disparaging remarks and acrimony toward counsel and discourage ill will between the litigants. Counsel must abstain from unnecessary references to opposing counsel, especially peculiarities.
- O. Make no side-bar remarks or speaking objections.
- P. Counsel are responsible for advising their clients, witnesses, and associate counsel about proper courtroom etiquette and behavior.