

Dept. C11 Courtroom Rules for Trial

1. Courtesy and professionalism will be extended by all counsel to all other counsel, to witnesses as well as to the Court and staff at all times.
2. Please stay out of the well.
3. Parties should remain behind the counsel tables unless permitted to do otherwise by the Court or the Bailiff.
4. No drinking from cans or bottles - use glasses or cups only.
5. Please be on time. Trial hours are 9:00 AM - 12:00 PM and 1:30 PM - 4:30 PM, Monday through Wednesday, 9:00 AM – 12:00 PM, Thursday. Counsel will immediately notify the clerk if unexpectedly delayed.
6. Do not call the clerk to find out if your case is going to trial on the date set. You are to come prepared to go forward.
7. Notify the bailiff prior to bringing audio/video equipment into the courtroom.
8. Please **turn off all cell phones, pagers and audible devices**. Counsel are responsible for monitoring their clients as to this rule.
9. **Do not touch the jury box rail**, stay at counsel table when examining witnesses, making opening statements, closing arguments and during jury selection. Request permission to approach a witness, and then return to counsel table at the earliest opportunity.
10. A **Joint Exhibit List**, numbering exhibits for identification, as well as tagged exhibits shall be submitted the first day of trial. An original list and copies for Court and counsel must be submitted. The Court requires counsel to prepare a **Joint Exhibit List** to avoid duplication and confusion with numbering. Exhibits on the list should be accurately described (i.e. "Letter dated 3/7/01 from Smith Jones" - not "letter"). Indicate whether documents are originals or copies. All described exhibits shall be individually numbered and tagged for identification (i.e. blowups, photographs, checks) Attach tags only to the set of original exhibits which are to be used with witnesses; no other copies of exhibits should be tagged. **Exhibits should be provided in tabbed binders**. Exhibits will be inventoried before the start of trial. In the event exhibits appear on the Joint Exhibit List but are not within the tabbed binders, the clerk will indicate on the List that said exhibit is withdrawn by counsel.
11. Offer exhibits into evidence when first used with a witness and foundation is laid. **NO WHOLESALE MOVING OF EXHIBITS INTO EVIDENCE AT THE END OF YOUR CASE.**
12. Motions in Limine should be numbered and titled and filed with court by noon the last court day before trial. Written responses to Motions in Limine shall be

correspondingly numbered and titled.

13. The Court expects counsel to have conferred and to have reached such stipulations of fact that are appropriate under the particular circumstances of the case.
14. **NO SPEAKING OBJECTIONS** - state only the legal grounds for your objection. Once ruled on, no further objection on different grounds will be entertained.
15. Coordinate your witnesses in advance. Counsel have full responsibility to ensure the orderly presentation of their case. Each party shall have witnesses present and prepared so as to not delay the proceedings. Counsel acts at his/her own peril when placing a witness on call. Notify the court immediately of any witness problem. All witnesses will be excluded, unless an agreement to the contrary is approved by the Court. Also notify the bailiff if any witness or party has any special needs.
16. Instruct your witness on the “rules” regarding testimony: listen to the entire question; answer the question yes or no if possible; do not speak over or interrupt the Court or attorneys, etc.
17. Make your own record, particularly when a witness refers to a diagram, photograph, or indicates distance, relative positions, shapes, etc.
18. Assist the reporter by having only one person speaking at a time. (It’s your record)
19. **No briefs may be filed, after start of trial, without leave of court.**

Deputy

**NOTE: THIS ITEM IS A PERMANENT COURT RECORD.
DO NOT REMOVE FROM THE COURTROOM**

EXHIBIT NO.

ID only (Date)

IN EVIDENCE (Date)

Plaintiff/People Defendant Joint
 Petitioner Respondent Court
 (Other)

Atty/Party Introducing Sensitive Exhibit

Case No.

Vs.

Alan Carlson, Executive Officer and Clerk

Deputy

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