



MUNICIPAL COURT OF RECORD
COURT DECORUM



The courtroom is a formal setting, with a long history, which commands respect from all who participate in its proceedings. Therefore, the following information is provided in regards to Court Decorum. All must be appropriately dressed.

- Rise when addressing the Court.
- Answer the Court with “Your Honor”.
- No clothing with vulgar or offensive language.
- Do not read newspapers, magazines, or other items not related to the trial being conducted while court is in session.
- No children under the age of 12 years of age will be permitted in the courtroom without exceptional circumstances; and disruptive children will be asked to leave the courtroom.
- Do not bring food or beverages into the courtroom at any time.
- Do not chew gum in the courtroom
- Do not talk or make loud noises while court is in session.
- Remove your hat (men and women), caps or headdresses prior to entering the courtroom (religious head coverings exempted)
- Do not wear house shoes, shower shoes, ‘flip flops’, or sandals.
- Do not wear shorts, T-shirts (shirt must have collar), tank tops, jogging/sweat suits, sleeveless shirts, pajamas, or any shirt/blouse that is ‘see through’, do not wear any clothes with holes (by design or otherwise). Police and Postal uniform shorts are the exception.
- Tuck in your shirt if it is made to be worn inside.
- Pull your trousers up to the waist – **NO SAGGING.**
- Do not use inappropriate facial expression(s) in the courtroom.
- Turn off pagers and cell phones and remove all Bluetooth devices while in the courtroom.
- Do not sleep in the courtroom
- No sunglasses.

NO WEAPONS TO INCLUDE FIREARMS, MACE, PEPPER SPRAY, KNIVES, SHARP OR CUTTING INSTRUMENTS (REAL OR SIMULATED) WILL BE PERMITTED IN THE COURT BUILDING!

Any individual in violation of the Court Decorum code is subject to be found in Contempt of Court with a possible penalty of \$100 and/or three (3) days in jail. In addition, your case(s) will be reset.

Mark D. Kimball
Presiding Judge
May 1, 2017



MUNICIPAL COURT OF RECORD CONDUCT



Pro Se parties (individuals representing themselves without an attorney) should be prepared to present their cases in a proper manner. It is not the court's duty or responsibility to represent you, nor instruct you on court procedure, evidence, rules, or how to present and prove your case. If you are unprepared, unaware, and not knowledgeable as to presenting your case, you may lose your case.

- Be on time! The Judge may not see you if you arrive after the court session begins.
- Do not argue with the court.
- Address the court as "Judge" or "Your Honor".
- Address opposing parties, counsel, witnesses, and court officers as "Mr.," "Mrs.," "Miss", "Officer", etc. Do not use first names, except with children 14 years of age or younger.
- Do not talk at the same time as the court, opposing counsels, or witnesses.
- Racist, sexist, obscene, or profane language or gestures are prohibited unless it is pertinent to a case and is elicited and quoting from facts in the case.
- Do not enter and depart the courtroom excessively.
- Do nothing to disturb or distract the court, counsels, witnesses, or other court personnel. Children that are allowed in the courtroom must not create a disturbance.
- Do not approach the Judge's bench without permission. Do not rest arms or hands on the bench.
- Rise when the Judge enters and remain standing until the Judge or bailiff announces "Be seated" or until the Judge is seated. Rise when the Judge exits the courtroom.
- No food or drinks are allowed in the courtroom.