



THE HONORABLE MARGARET CANGILOS-RUIZ, CHIEF JUDGE
THE HONORABLE ROBERT E. LITTLEFIELD, JR.
THE HONORABLE DIANE DAVIS

Kim F. Lefebvre, Clerk of the Court

Courtroom Etiquette

Please be advised the Court Security Officers will enforce these rules.
In extreme cases violators may be removed from the courtroom.

1. Disruptive behavior such as talking, laughing, or shouting will not be tolerated. Court proceedings are recorded, and silence in the courtroom is a necessity. Unless addressing the court, ALL other conversations should be carried on outside the courtroom. All statements on the record shall be addressed to the court and not to other litigants.
2. Use of a cellular phone, smart phone, BlackBerry or other similar device in the courtroom or chambers is a privilege that may be revoked at any time. All phones MUST be turned off or placed in a silent/vibrate mode, or they are subject to confiscation by the Court Security Officers. The use of these devices (if left in an active silent mode) must not present a distraction to the user, other attorneys or parties, court personnel or the judge. The device should never be used in a manner that detracts from the solemnity of the proceedings. Use of a device in a manner that impacts a judge's ability to maintain the decorum of the hearing or conference shall result in the loss of the privilege.
3. Reading materials unrelated to the business of the court may be used in the courtroom only in the discretion of the presiding judge. The use of such materials must not present a distraction to the user, other attorneys or parties, court personnel or the judge or detract from the decorum of the proceeding.
4. All use of cameras is prohibited in the courtroom.

5. Federal regulations and orders prohibit the use of recording devices in the courtroom. All use of recording devices by other than authorized court personnel is prohibited in the courtroom.
6. Weapons of any sort are prohibited.
7. Timely arrival is mandatory. Entering the courtroom after the judge has taken the bench is disruptive and an inconvenience to your fellow attorneys, courtroom personnel and the court.
8. Eating, drinking and chewing gum are prohibited in the courtroom. If you are found engaging in any of these activities, you will be asked to leave the courtroom. Drinking water from a cup is permissible at counsel tables.
9. Appropriate dress is required in the courtroom and counsel should instruct clients and third parties to dress appropriately if they will be in the courtroom. All persons entering the courtroom shall be dressed in clothing reasonably befitting the dignity and solemnity of the court.
10. Children may be present in the courtroom. If, however, they disturb the proceedings, they must be removed from the courtroom. Parties with children may wait in the hallway if they have notified the courtroom deputy ahead of time of their presence, case name and case number. Parties so notifying the courtroom deputy prior to waiting outside will be advised when their case is called.
11. Parties should stand when addressing the court, unless otherwise advised. Please advise the judge if you have a physical impairment that would make this difficult.
12. Be respectful of the judge, the court personnel and opposing counsel. Treat the court, court personnel and your opposing counsel as you wish to be treated—with respect and dignity.
13. Maintain at least a minimum level of formality. In the courtroom and on the record, opposing counsel should not be referred to on a first name basis.
14. If entering or exiting the courtroom while court is in session, please ensure that the door closes QUIETLY behind you.
15. Reasonable consideration should be given to the courtroom furniture, equipment and carpeting. Care should be taken not to track mud, snow and/or salt into the courtroom. Wet outer garments and umbrellas should be stored on the coat racks or in the hallway in a safe manner that does not obstruct access to the courtroom.