

GUIDELINES FOR COURTROOM DECORUM IN DIVISION 5

DECORUM

When appearing in this division, unless excused by the Court, all counsel (including all persons at the counsel table) shall:

1. Stand as court is opened, recessed or adjourned.
2. Stand when the jury enters or retires from the courtroom.
3. Stand when addressing, or being addressed by the Court.
4. Counsel may approach the witness for purposes of handling or presenting exhibits

for identification. In all other cases the Court shall be asked for permission to approach the witness.

5. Address all remarks, other than examination of the witness to the Court, not to opposing counsel.

6. Avoid disparaging personal remarks or acrimony toward opposing counsel and remain wholly detached from any ill feeling between the litigants or witnesses.

7. Only one attorney for each party shall examine, or cross-examine each witness. The attorney stating the objections, if any, during direct examination, shall be the attorney recognized for cross-examination and vice versa.

8. Counsel should request permission before approaching the bench.

9. In making objections, before the jury, counsel should state only the legal grounds for the objection and should withhold all further comment or argument unless the Court requests

elaboration.

10. Offers of, or requests for, a stipulation should be made privately, not within the hearing of the jury unless made by previous arrangement between counsel and the Court.

11. Adverse witnesses and parties should be treated with fairness and consideration. No abusive language or offensive personal references will be tolerated.

12. Suggestions of counsel regarding to the comfort or convenience of jurors should be made to the Court out of the jury's hearing.

13. Before and during jury trials, counsel is expected to be available at least 30 minutes prior to the time announced for commencement of the day's proceedings. This is for the purpose of attending to any matters necessary before beginning evidence for the day.

Dated: May 29, 2012