

GUIDELINES FOR TRIAL/COURTROOM DECORUM IN DIVISION 13

1. These guidelines apply to all counsel appearing in Division 13 and, where applicable, witnesses and parties. Counsel should review Local Rule 9.
2. Unless excused by the Court, counsel shall stand:
 - a. as Court is opened, recessed, or adjourned;
 - b. when the jury enters and retires from the courtroom;
 - c. when addressing the Court.
3. Counsel may approach the witness without first asking permission from the Court for the purpose of handing the witness exhibits. In all other cases, Counsel shall ask permission before approaching a witness. Counsel shall avoid calling a witness by his or her first name. *See* Local Rule 9.7.
4. Counsel shall request permission before approaching the bench.
5. All remarks of counsel during arguments on motions, objections, etc., shall be addressed to the Court, not to opposing counsel. In no case shall counsel make disparaging personal remarks about or display acrimony toward opposing counsel.
6. Adverse witnesses and parties shall be treated with fairness and consideration. Abusive language, offensive personal references, etc., will not be tolerated. Counsel shall refrain from making facial expressions and gestures during the argument of opposing counsel, during the testimony of any witness, or in response to any ruling of the Court.
7. Counsel shall not interrupt the witness, opposing counsel, or the Court.
8. Unless the parties are otherwise directed, examination of witnesses shall consist of (a) Direct Examination; (b) Cross-Examination; (c) Re-Direct Examination. Re-cross examination may be permitted in the discretion of the Court. In any case, the party proffering the witness will be allowed final questioning.
9. Only one attorney for each party shall examine or cross-examine each witness. The attorney making any objections during direct examination shall be the attorney recognized for cross-examination. *See* Local Rule 9.6.
10. In making an objection in the hearing of the jury, counsel shall state only the legal grounds for the objection, e.g., “hearsay,” “relevance,” etc. Further, argument regarding the objection shall take place at the bench and out of the hearing of the jury.

11. Offers of, or requests for, a stipulation and suggestions of counsel looking to the comfort or convenience of the jury (e.g., requests for recesses, water for jurors, etc.) shall be made outside the hearing of the jury.
12. Food and drink (other than water) are prohibited in the courtroom.
13. Pursuant to the Court's case management order, lists and copies of exhibits the parties anticipate offering at the trial are to be exchanged prior to trial. A proposed format for the parties' exhibit lists may be obtained from the Division 13 Law Clerk. Counsel are encouraged to stipulate to the foundation for and, if possible, the admissibility of exhibits to be offered at trial. Prior to the introduction of evidence, counsel will provide the Court and the Court Reporter a list of the witnesses they anticipate calling at trial.
14. During voir dire, counsel should avoid asking questions of the venire panel that have been answered in the jury questionnaires. The Court permits general questioning by each party and thereafter allows each party the opportunity to conduct limited individual questioning of venirepersons (e.g., questions necessary to follow up on an answer given to a general question asked by opposing counsel and questions requesting additional information to that provided on the questionnaire.)
15. Easels, video screens, or other large items used to display or as demonstrative exhibits, shall be displayed in the well of the Court so that, as far as is practicable, the exhibit may be seen by the Court and the jury. Counsel may coordinate such arrangements with the Division 13 Law Clerk.
16. Before and during jury trials, counsel shall be available at least 30 minutes prior to the time announced for commencement of the day's proceedings so that any matter needing attention can be addressed before beginning evidence for the day.

Any questions regarding these guidelines should be directed to the Division 13 Law Clerk.