

## **COURTROOM GUIDELINES – DOMESTIC CASES IN DIVISION 28**

### CASE MANAGEMENT:

1. Case management statements shall be filed seven (7) days prior to the case management date.
2. Attorneys and their clients **shall** appear for the case management hearing.
3. The parties shall be prepared to advise the court of the issues remaining for trial.
4. The parties shall be prepared to discuss mediation.
5. The parties shall be prepared to set the matter for trial.
6. All trial dates are special settings and therefore continuances will not be freely granted.
7. Failure to appear for case management may result in dismissal of the case or sanctions.

### TRIAL:

1. All parties shall provide the recording clerk with a **witness and exhibit list** in the format provided on this website on the day of trial. The parties shall have all exhibits numbered before trial.
2. **Proposed judgments and/or orders** shall be e-mailed to the division law clerk after trial but no later than five (5) days from the trial date.
3. The parties shall dress appropriately for court. (Local Rule 9.4)
4. Unless excused by the court, counsel, witnesses, and clients shall stand: (a) as Court is opened, recessed, or adjourned; (b) when addressing the Court.
5. Counsel may approach the witness without first asking permission from the Court for the purpose of handing exhibits to the witness. In all other cases, the Court shall be asked for permission before counsel approaches the witnesses.
6. Counsel will request permission before approaching the bench. Counsel shall not use the bench or the ledge in front of the bench as a workspace, or lean on the bench. (Local Rule 9.6.2)

7. All remarks of counsel during arguments shall be addressed to the Court, not opposing counsel. In no case shall counsel make disparaging personal remarks about or display acrimony toward opposing counsel.

8. Opposing counsel, adverse witnesses, and parties will be treated with fairness and consideration. Abusive language or conduct, offensive personal references, etc., will not be tolerated.

9. Counsel shall not interrupt the witness, opposing counsel, or the Court.

10. 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.

11. 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.

12. The use of cell phones, PDAs, or similar devices in the courtroom without leave of Court is prohibited. All such devices shall be turned off.

13. Food and drink (other than water) are prohibited in the courtroom.

14. Exhibit lists and copies of exhibits the parties anticipate offering at any trial or hearing are to be exchanged prior to the commencement of the trial or hearing. All exhibits shall be numbered consecutively, irrespective of the party offering the same. Counsel for the respective parties shall be responsible for the safekeeping of exhibits during and after the trial. (Rule 24.1.1) A format for the parties' exhibit lists may be obtained from the law clerk. Counsel are encouraged to stipulate to the foundation for and, if possible, the admissibility of exhibits to be offered.

15. Prior to the presentation of evidence at any trial or hearing, additional copies of any forms filed or required to be filed under either Supreme Court Rule and/or Jackson County Local Rules (e.g., Form 14 Child Support Worksheets, Proposed Parenting Plans, Statements of Marital/Non-Marital Assets/Debts, Statements of Income and Expenses, etc.) shall be provided to the Court.

16. Any questions regarding these guidelines should be directed to the law clerk.