

COURTROOM ETIQUETTE

- Remember the Four P's: Professionalism - Punctuality - Politeness - Preparation
- Dress professionally, as you would for an important event. This means that your clothing should be neat and clean, and that you are well groomed.
- **BE ON TIME!** The court has a very busy schedule. If you are late, your case might be postponed to another date or dismissed entirely. You also could have a judgment or unfavorable ruling made against you if you are not there to present your case.
- As soon as you arrive in the courtroom, tell the courtroom deputy your name and what case you are in court for. He/she will let the judge know that you have arrived. Do not attempt to communicate with the courtroom deputy while court is in session.
- Be respectful and polite to everyone in court. This includes the judge, court staff, the other party involved in your case, witnesses, court security officers, and any other people in the area.
- Address the judge as 'Your Honor.'
- Do not use profanity, argue, or verbally react to answers given in court by the judge, opposing party, or attorney. You will have your turn to speak. Be sure that you do not speak "over" the other party or the judge (avoid interruptions). Speaking over another party may result in an inability to accurately record your hearing.
- The judge cannot speak to you about your case except when your case is in court and when the other party is there. Court staff can help you with questions such as when your hearing is scheduled, or if you are in the right courtroom. But they cannot give you legal advice or recommendations about what you should do.
- Following these tips will go a long way toward helping YOU help yourself in court.