

COURTROOM RULES AND PROCEDURES

Read this orientation before your hearing. It has been provided for your information, and to assist both parties in courtroom procedures.

The **Judge, Family Law Case Manager, Deputy Clerk, and Bailiff** will be present during the hearing. The **Family Law Case Manager** has reviewed the files, prior to the hearing, to ensure that the file is complete and the Judge has the information needed to make a ruling. The **Bailiff** will ensure that order is maintained. He/She will be calling your case and escorting you into chambers for the hearing.

Fifteen (15) minutes is allotted to each case. Use the following tips to make the most of your time spent before the Judge.

1. **Only the parties are to enter the hearing room.** If you have witnesses or a support person, please make the Bailiff and/or Judge aware, and you will be instructed about bringing them into the hearing room.
2. **Please be specific and clear when speaking to the Judge. Speak clearly, instead of nodding your head; and face the Judge, instead of the other party.**
3. **Do not interrupt a witness or party, unless there is a valid objection.** Remain calm and respectful to all parties, at all times
4. **Know what you want before you enter the hearing room.** If you, and the other party, have reached an agreement that is not in the court file, please write out the agreement, with specifics (including times, places, and dollar amounts), and have both parties sign said agreement.

If you have not reached an agreement, be sure of the issues you need the Judge to resolve, and how you want him/her to rule.

5. **Ask questions if you do not understand the ruling. However, keep mindful that the Court is prohibited from providing legal advice.**
6. Appropriate courtroom attire is required for appearance at all proceedings. Tank tops, t-shirts, shorts, flip-flops or other casual clothing is not appropriate.
7. All electronic devices **must** be silenced, prior to entering the hearing room.
8. Chewing gum and/or eating candy is **prohibited** in the hearing room.