

## **Decorum Order Highlight Summary**

1. Each person assigned media seating will be issued a tag indicating his/her seating assignment. That person will display the tag on the outside of his/her clothing and sit in the assigned seat while in the courtroom.
2. Courtroom pass tags for a specific date are to be turned into the bailiff's desk upon leaving the courtroom and will be reallocated before the next half-day court session begins. Public seating will be allocated on a first come, first served basis. Courtroom passes for the public will be distributed for the morning session from 8:30 a.m. to 8:45 a.m. and for the afternoon session from 1:00 p.m. to 1:15 p.m. Public passes will be distributed at the jury pay window. The passes must be returned to the bailiff when leaving the designated session. If all passes for a specific session are not distributed during the designated time period, a pass may be obtained from the bailiff.
3. All spectators, whether media, public, family, or court operations director designees must be seated before court is in session and must remain in the courtroom (except for emergencies) until the next recess is called. No spectators will routinely be admitted while court is in session. Any person may leave anytime, but will only be readmitted after the next recess.
4. No member of the media, family, students, or public will be allowed beyond the bar (the partition separating the gallery from the inner section of the courtroom) at any time, except as permitted by the judge.
5. The media and public are reminded that any attempt by anyone, without leave of the court, to communicate with a member of the jury panel, juror, or alternate, respecting the case prior to return of a final judgment in the trial on the merits, and any attempt by anyone, without leave of the court, to communicate with or influence a member of the jury once selected as a juror or alternate in the proceedings, until the return of a final judgment in the trial on the merits, may be punished as a criminal cause of action and as criminal contempt of court and such other sanctions as deemed by the judge to be necessary for the due and proper administration of justice.
6. The courtroom will be cleared of media until thirty minutes before court is scheduled to begin, and will be cleared of the public until fifteen minutes before court is scheduled to begin, for the duration of the luncheon recess, and no later than thirty minutes after adjournment. An exception to this rule may occur if the clerk of the court or court reporter needs additional time to exhibit evidence to the media after the end of the day recess, or if prior permission of the judge is obtained for media set up.

## **COURTROOM ATTIRE AND ACCESSORIES**

1. Persons in the courtroom must be dressed in appropriate courtroom attire. This means the best business attire at your disposal. Gentlemen should, if available, wear dress-collared shirts, ties, slacks, belts, and suit jackets. Ladies should, if available, wear business dress suits. Students may wear school uniforms or other appropriate courtroom attire as instructed by his/her supervising faculty sponsor.
2. No signs, banners, company or media logos, messages, clothing with messages, or other distracting, disruptive, or potentially improperly prejudicial material may be brought into, worn, or displayed in the courtroom or security areas.

3. No cell phones, pagers, computers, cameras, web cams, recorders, or other equipment may be brought into the courtroom except as specifically permitted by the judge.

### **COURTROOM DEMEANOR**

1. Persons in the courtroom must remain silent during all proceedings. There will be no talking, shaking of heads in approval or disapproval of any statements, actions, rulings, testimony, or proceedings, or any other signs or signals of approval or disapproval of the proceedings.
2. Children are permitted in the courtroom only if they can conform their demeanor to that required by the court of the adults.
3. There will be no reading of newspapers, magazines, books, or other materials during court proceedings in the courtroom.
4. There will be no drinks, snacks, chewing gum, smoking, or chewing tobacco in the courtroom, except for water provided by the bailiff to the witnesses, jurors, or counsel with the permission of the judge.
5. As in all cases, the atmosphere in the courtroom must be quiet, calm, and deliberative. Evidence in the case may be complex, graphic, emotional, and sometimes very tedious. All persons attending the trial must be willing to commit to a serious attitude if attending this trial.

### **SANCTIONS**

There are no warnings. Any violation of the foregoing or other court Orders or Plans, or any conduct the judge finds disruptive or interruptive of the proceedings may result in:

1. An order of temporary or permanent exclusion of the offender from the courtroom and security areas.
2. An order of temporary or permanent exclusion of the media organization represented by the offender from the courtroom and security areas.
3. Contempt of Court sanctions which carry with them confinement in the jail for up to six (6) months and/or a fine not to exceed five hundred dollars (\$500.00) for each offense.
4. Such other sanctions as deemed necessary by the judge to ensure due and proper administration of justice.

See full DECORUM ORDER and other orders as posted in courthouse, outside the courtroom, and as posted on the website at \_\_\_\_\_.