

# ON THE DAY OF YOUR COURT APPEARANCE

- » Bring your court notice with you and any other documents relating to your case.
- » Arrive on time. If you are late, the judge could postpone, dismiss or decide your case in your absence.
- » Upon arriving in court, notify the sheriff's officer and/or court clerk of your arrival and your case number.
- » Do not bring food or beverages into the courtroom.
- » When entering the courtroom, remove your hat and turn off your cell phone and other electronic equipment.
- » When your name or case number is announced, move to the front of the courtroom.
- » While addressing the court, you must use appropriate language. Address the judge as "Your Honor." Speak directly to the judge and not to the other party.
- » If you need more time to prepare your case, you can ask the judge to grant you an adjournment. An adjournment is the postponement of a court session, hearing, trial or other proceeding to another date or time. It is within the judge's discretion to grant or deny an adjournment.
- » If, during the proceeding, you have any documents to present to the judge, you should give them to the sheriff's officer who will hand the documents to the judge. Make certain that you keep a copy of all the documents you submit to the court for your own file.
- » You should not interrupt the opposing party while he or she is speaking. After the other party is finished speaking, you or your lawyer can request that the judge give you an opportunity to respond. The opportunity to respond is left to the judge's discretion.
- » After each party has presented his/her case, the judge or jury will make a decision. If you have any questions about the Judge's decision, contact your attorney or, if representing yourself, the division in which your case was heard, civil, criminal, or family, or the Office of the Ombudsman.



