

C-103 Courtroom Decorum Order

The following rules shall apply to all cases assigned to courtroom C-103. Rules for attorneys shall also apply to self-represented litigants.

- A. Even when the judge is not on the bench, all individuals must be respectful to everyone in the courtroom at all times.
- B. A lawyer shall treat the court, opposing counsel, parties, and witnesses in a civil and courteous manner.
- C. Lawyers shall not engage in any conduct that brings disorder or disruption to the courtroom.
- D. When Court is in session, attorneys and other participants who need to have discussions regarding a case should not have conversations in the courtroom and should take their conversations outside of the courtroom.
- E. A lawyer shall not interrupt the court or opposing counsel, except when necessary to raise an objection.
- F. All courtroom attendees shall refrain from uncivil, abusive, hostile, or obstructive conduct, including disparaging remarks about another person. No party shall argue with, interrupt, or otherwise speak over the court once the judge has made a ruling.
- G. Lawyers shall not engage in *ex parte* communications with a judge concerning a case pending before the court.
- H. Attorneys and litigants shall be punctual for all court proceedings. If attorneys are being held to trial and have other matters pending in another courtroom, they must promptly notify the non-trial courtroom that they are being held to trial. If, on a non-trial court date, an attorney has a case up at the same time in a different courtroom, the attorney should inform the court clerk. If an attorney is delayed, they must notify the court and the opposing side.
- I. An attorney shall avoid setting other matters for hearing that will conflict with a case set on the trial call.

Remote Court Proceedings:

- A. Remote court appearances are official court proceedings. The above decorum rules apply equally to remote participants and proceedings. All remote participants should maintain the same level of appropriate conduct and civility in remote proceedings as if they were physically present in the courtroom. Everyone should listen carefully and follow any instructions from the judge.

- B. All participants in remote proceedings shall have their name and case number displayed and video on when their case is called.
- C. All participants must mute their microphone until it is their turn to speak. When it's a participants' turn to speak, the participant should unmute themselves and identify themselves by stating their name. Do not talk over another speaker.
- D. When attending a remote court proceeding, parties (1) should eliminate any background noise and distractions, (2) should be seated and not be walking or moving around, (3) should not be driving, and (4) should not be eating, drinking, smoking or vaping, etc.

Effective 1/30/2026

/s/Sharmila Manak