

COURTROOM PROTOCOL

**Deborah M. Fine
United States Magistrate Judge**

STAND when addressing the Court, including making objections.

STAND AT THE PODIUM when addressing witnesses.

ASK Court for permission to approach the witness.

ADDRESS all remarks to Court, not opposing counsel or opposing parties.

EVERYONE has a **TITLE**: Mr., Ms., etc. No first names.

TURN OFF OR SILENCE cell phones, smartphones, and all electronic equipment. Photography, video-recording, and audio-recording are **PROHIBITED** in the courtroom.

SEEK PERMISSION (and help, if needed) to use courtroom audio-visual equipment.

NO food of any kind, chewing gum, or liquids (other than water).

(Ensure that your staff, clients, and witnesses abide by these requirements)