

Client Guide

Your Court Appearances

- Dress Appropriately - Attire should be "dressy," not "casual." This can make effect the way the judge responds to you. Remove hats or other head coverings. Turn off cell phones or beepers.

- Arrive Early - Attorneys sign in on the court calendar on a first-come-first-serve basis. Your attorney may not sign in your case until you arrive. For a typical 9:30 AM call, you should arrive no later than 9 AM. If you arrive at 9:30 it is likely that 10 or 20 other cases would have been signed up before you and you may be unable to leave before 11 or 12 o'clock.

- Have a Seat in the Courtroom - If you don't see your attorney, remain in the courtroom. He/she might be in another courtroom for a short while. If the clerk or a court officer calls your name, please tell them that your attorney is on the way.

- Do Not Speak or Read in the Courtroom - These are disrespectful activities and you may be asked to leave if you engage in them.

- Address the Judge Respectfully - Though your attorney will do most of the speaking, if and when the judge addresses you, always address him or her as "your honor." Never speak disrespectfully to the judge.

Stay in Touch with Your Attorney

- New Developments - If there are any developments in your case, inform your attorney immediately.

- Change of Address or Contact Information - Inform your attorney of any changes so that he/she can contact you as necessary.