

APPENDIX A
TO THE LOCAL RULES OF THE SOUTHERN DISTRICT OF TEXAS

COURTROOM ETIQUETTE

People who appear in court must observe these and other conventions of courteous, orderly behavior.

1. Be punctual.
2. Remain in attendance until excused. All persons sitting before the bar shall remain there during each session and return after recess.
3. Wear attire that is appropriate for a federal courtroom.
4. Address witnesses only by their titles and surnames. Refer to others in the same way.
5. Stand when the court speaks to you; stand when you speak to the court, unless otherwise excused or directed. Speak only to the court, except for questioning witnesses and, in opening and closing.
6. Avoid approaching the bench. Counsel should anticipate the necessity for rulings and discuss them before court is in session. When a bench conference is unavoidable, get permission first.
7. Hand to the clerk, not the judge or reporter, all things for examination by the judge.
8. Stand when the judge enters or leaves the courtroom.
9. Contact with the court must be through the case manager. Do not initiate calls to the Court's law clerks.
10. Assist the summoning of witnesses from outside the courtroom. Furnish the clerk and Electronic Court Recorder (ERO) with a list of witnesses showing the order they are likely to be called.
11. Question witnesses while seated at counsel table or standing at the lectern. When it is necessary to question a witness about an exhibit, ask permission to approach the witness.
12. Conduct no experiment or demonstration without permission.

13. Do not participate in a trial as an attorney if you expect you may be called as a material witness.

14. Avoid disparaging remarks and acrimony towards anyone, especially adverse parties and counsel, and discourage ill-will between the litigants. Counsel must abstain from unnecessary references to opposing counsel, especially peculiarities.

15. Make no side-bar remark.

16. Counsel are responsible for advising their clients, witnesses, and associate counsel about proper courtroom behavior.

17. Request the use of easels, light boxes, and other equipment well in advance so that they may be set up while court is not in session.