

# COURTROOM PROTOCOL

James A. Teilborg  
United States District Judge



## Use the **PODIUM**

Everyone has a **TITLE**: Mr., Ms., etc. **NO first names.**

**STAND** when making objections

**ASK** Court for permission to leave the podium

**ASK** that the Clerk be permitted to **HAND** an exhibit to a witness

**ADDRESS** all remarks to Court, not opposing counsel

**TURN OFF** beepers, cell phones, etc.

**SEEK PERMISSION** (and help if needed) to use courtroom audio visual equipment

**NO** gum chewing, food, or liquids (other than water from cups, not bottles).

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