## **Courtroom Procedures**

## All persons entering the Municipal Courthouse are subject to the following rules:

- The courthouse is a secured environment. All persons and any hand carried items are subject to search.
- Silence all cell phones and pagers. Any device sounding during court is subject to seizure and will not be returned until court is over.
- No food, drink or gum chewing is allowed in the courtroom.
- Concealed handgun permits do not apply to a courthouse.
- There is to be no talking while court is in session.
- Keep your hands in plain sight and not in your pockets or jacket.
- The judge should be addressed as "your honor".
- When addressing the Judge stand a few feet back from the bench, and do not lean on the bench.
- Smoking is prohibited by law in all areas of city buildings.
- Avoid bringing small children to court. If you must, please monitor their behavior so they
  remain quiet at all times. Parents may be asked to leave the courtroom if their child
  becomes noisy or unruly.
- If you bring your friends or family to court with you, they are to remain seated while you speak with the judge at the bench.
- However, parents/guardians of juveniles should approach the bench with the child.
- Disrupting the functions of the court and/or the clerk's office may result in additional charges being filed.

## **Dress Code**

It is inappropriate to enter the courtroom unless you are wearing at least a t-shirt, pants (including Bermuda shorts in summer months) and shoes. The Quitman Municipal Court reserves the right to refuse admittance in court to any person it deems is dressed inappropriately.

## The following is a list of prohibited clothing:

- t-shirts that carry offensive slogans or pictures
- halter tops
- tube tops
- short skirts
- short shorts (above the knee)

- spaghetti strap shirts
- sleeveless shirts
- flip-flop sandals
- hats and sunglasses
- any other attire which the court's staff or the judge deems to be inappropriate