

THESE RULES APPLY IN THE CLERKS OFFICE AND IN THE COURTROOM

- NO ZOOM/WEBEX APPEARANCES. ALL PARTIES MUST APPEAR IN PERSON.
- THE COURT WILL NOT BE RESPONSIBLE FOR COPIES TO BE PROVIDED TO OTHER PARTIES. ANY EVIDENCE THAT WILL BE PRESENTED IN COURT MUST HAVE COPIES FOR ALL PARTIES AND THE JUDGE.
- THE COURT ACCEPTS ALL FORMS OF PAYMENTS, HOWEVER IF PAYING IN CASH IT MUST BE EXACT CHANGE. THE COURT CAN NOT MAKE CHANGE OR ACCEPT OVERPAYMENT.
- PARTIES THAT WANT TO BE REPRESENTED BY AN AGENCY RELATIONSHIP SHOULD PROVIDE A LETTER OF AUTHORIZATION.
- NO FIREARMS ALLOWED IN THE COURTROOM WITH THE EXCEPTION OF ON DUTY PEACE OFFICERS (ACTIVELY DISCHARGING THEIR OFFICIAL DUTIES), OR ACTIVE JUDICIAL OFFICERS
- THE COURT CAN NOT PROVIDE LEGAL ADVICE TO ANY PARTY. FORMS AND SELF-HELP PACKETS ARE AVAILABLE ONLINE OR IN THE CLERKS OFFICE.
- APPROVED DRESSED CODE IS AVAILABLE ON THE WEBSITE AND WILL BE ENFORCED.
- NEGOTIATIONS BETWEEN PARTIES MUST BE DONE IN THE HALLWAY UNLESS INSTRUCTED BY THE JUDGE.
- THERE IS NO RECORDINGS OF ANY TYPE.
- MASKS ARE NOT MANDATORY BUT ALLOWED. MASKS ARE AVAILABLE BY REQUEST.
- ALL ATTENDANTS OF COURT MUST FOLLOW ALL RULES AND DIRECTIONS GIVEN BY THE COURT OR CONSTABLES OFFICE.
- EVERYONE ATTENDING COURT WILL BE SEARCHED TO THE SATISFACTION OF THE CONSTABLES OFFICE.
- NO PROFANITY, AGGRESSIVE, OR INAPPROPRIATE LANGUAGE IN THE CLERKS OFFICE OR IN THE COURTROOM. PERSONS ATTENDING COURT SHOULD BE RESPECTFUL OF ALL PROCEEDINGS AND TURN OFF CELL PHONES PRIOR TO COURT.
- FOR CONTINUANCES AND TRANSLATOR REQUESTS, A REQUEST MUST BE MADE IN WRITING A MINIMUM OF 3 WORKING DAYS PRIOR TO COURT DATE.
- AUTOPSY INQUIRES WILL BE LIMITED TO NEXT OF KIN AS DESIGNATED BY THE COURT UNLESS AUTHORIZED BY THE COURT.
- IF OTHERWISE OPEN, THE COURT WILL CLOSE AT 4PM ON FRIDAYS.