

# City of Cottonwood Shores Municipal Court

## Cottonwood Shores, Texas

### ***Attire and Conduct – General Rules:***

#### **Attire:**

All people in the courtroom must be dressed appropriately and respectfully, unacceptable attire includes but is not limited to:

- Shorts and Cut-offs;
- Muscle Shirts, Clothing with Offensive, Vulgar, Racist, Sexist, Obscene, or Suggestive Words, Slogans, Depictions, or Pictures, including Grotesque Creatures;
- Clothing that is dirty, torn, or ragged;
- Clothing that is too tight or too short; and
- Hats, Caps, or Other Head Gear.

#### **Conduct:**

Pro Se Parties (individuals representing themselves without an attorney) should be prepared to present their cases in a proper manner. The Court cannot protect or represent you,, nor may the Court instruct you on proper court procedure, evidence, rules, or how to present and prove your case. If you are unprepared, unaware unknowledgeable about how to present your case, you may lose.

- Be on time. The courtroom will open approximately 30 minutes prior to docket call.
- Do not argue with the Court. However, you should always seek to correct any factual misunderstanding.
- Address the Court as “Judge” or “Your Honor.”
- Address opposing parties, counsel, witnesses, and Court Officers as “Mr.”, “Mrs.”, “Miss”, “Officer” and so on. Do not use first names, except with children 14 years of age or younger.
- Do not read newspapers, magazines, books or any similar item in the courtroom during proceedings.
- Do not talk at the same time as the Court, counsel, witnesses or other court personnel.
- Racist, sexist, obscene or profane language or gestures are prohibited unless it is pertinent to a case and is elicited and quoted from facts in the case.
- Do not enter and depart the courtroom excessively.
- Do nothing to disturb or distract the court, counsel, witnesses or other court personnel.
- Do not approach the Judge’s bench or Clerk’s desk without permission. Remain tow feet from the Judge’s bench. Do not rest arms or hands on the bench.

- Leave all purses, bags,, brief cases and other similar items, at the defense table when you are called to the Judge's bench.
- Have all paperwork, Driver's License, Insurance, evidence and similar items ready when called to approach the Judge's bench.
- Rise when the Judge enters and remain standing until the Judge or Bailiff announces, "Be Seated", or until the Judge is seated. Rise when the Judge exits the courtroom.
- No Food or Drinks are allowed in the Courtroom
- MUTE ALL TELEPHONES OR PAGERS WHILE IN THE COURTROOM
- NO PHONE CALLS ARE ALLOWED IN THE COURTROOM

