

# U.S.B.C. District of Maryland

## Courtroom Procedure



### Things You Need to Know

1. Before arriving at the Courthouse, you should know your case number, judge assignment or room number, and what type of matter you are appearing on.
2. It is important that you strive to remain informed about your case, so you can answer questions the judge may have for you.
3. You should compile and bring any supporting documents required for your hearing. (Advance notice is sometimes given as to what supporting documents are required. If no notice is received, you should compile any relevant documents relating to the matter you are appearing on.)
4. You should arrive timely to your hearing - taking into consideration travel time, parking, and that you will need to pass through a security checkpoint to enter the Courthouse.
5. Young children can disrupt court proceedings and should not be brought to court unless it is absolutely necessary.
6. Upon arrival at the Courthouse, you should check in with your attorney or the Courtroom Deputy to let them know that you are present (unless court is already in session - in that case, please quietly enter and take a seat).
7. Follow the instructions and direction of the Courtroom Deputy as to where to sit, when to stand, and when to ask questions.
8. Upon the entry into the courtroom, you should turn off your cell phone.
9. You should not eat or drink in the courtroom.
10. You should be respectful and dress appropriately for court.
11. When addressing the Judge, you should stand, clearly speak into the microphone, and address the Judge as “Judge” or “Your Honor.”
12. You should not approach the bench. If there is something you would like to show the Judge, please ask and then give it to the Courtroom Deputy to hand to the Judge.