

COURTROOM PROTOCOL

for practice before

The Honorable Robert Holmes Bell
United States District Judge

United States District Court
for the Western District of Michigan

1. Be punctual in attendance at court.
2. Be certain to have enough witnesses on hand for each day's proceedings.
3. Recesses will ordinarily occur promptly as scheduled.
4. Witnesses, counsel, and parties should be referred to and addressed by their surnames, unless leave to do otherwise is granted. Court personnel should be referred to and addressed by their surnames or titles. The court should be addressed as "Your Honor" or "the Court," not "Judge."
5. Except by leave of the court, all communications to the court should be made from a position behind counsel table or from the lectern.
6. Counsel should rise when making objections or addressing the court.
7. Counsel should refrain from making disparaging remarks or displaying ill will toward other counsel, and from causing or encouraging any ill feeling among the litigants.
8. Counsel shall arrange to have all documentary exhibits digitized for projection on the monitors in the courtroom. Counsel are responsible for projection of the exhibits using their own computers and software compatible with the Court's electronic system. Questions concerning the use of electronic projection is accomplished by sending an e-mail to courttech@miwd.uscourts.gov, or by calling (616) 732-2757. Information concerning the features of the electronic evidence projection in the courtroom is available at the court's website: www.miwd.uscourts.gov (click on *Courtroom Technology* link). To schedule an appointment to visit the courtroom to test presentation equipment for compatibility and/or to familiarize oneself with the courtroom technology, contact Kevin Gaugier at (616) 456-6133.
9. Counsel and litigants are to refrain from making gestures, facial expressions, or audible comments as manifestations of approval or disapproval of testimony or argument.
10. Only one attorney for each party may examine or cross-examine a witness.
11. Only one attorney for each party may object to the testimony of a witness being questioned by an opposing party. The objection must be made by the attorney who has conducted or is to conduct the examination of the witness.

12. Examination of a witness should be limited to questions addressed to the witness. Counsel are to refrain from making extraneous statements, comments or remarks during examination.
13. Offers or requests for stipulations should be made privately, not within the hearing of the jury.
14. Counsel should refrain from putting any matters before the jury in the form of a question which counsel knows or expects will be subject to an objection that is likely to be sustained. Such matters should be taken up with the court outside the presence of the jury.
15. Counsel should not make motions (e.g., motion for a mistrial) in the presence of the jury. Such matters may be raised at the first recess or at sidebar.
16. When making an objection, counsel shall state only the legal basis of the objection (e.g., "leading," or "hearsay"), and should not elaborate, argue, or refer to other evidence unless asked to do so by the court.