



OPEN DOORS TO FEDERAL COURT

Important Notes

The United States District Court for the Eastern District of California would like to welcome you to the Robert T. Matsui Federal Courthouse. The following information is provided to assist you in having the most enjoyable and meaningful experience while attending *Open Doors*.

Please keep in mind this is a working Federal Courthouse, actual trials and proceedings are taking place throughout the courthouse. As guests to the courthouse, we appreciate your efforts to uphold the expected behaviors and protocols of the court.

Basic Courtroom Etiquette Rules

- Wear clothing that would be appropriate for business.
- Arrive on time.
- Turn off electronic devices and cell phones before entering the courtroom.
- Be polite to the judge, opposing counsel, and court staff.
- Rise when the judge and jury enter and leave the courtroom.
- Stand when speaking to the judge, making or meeting an objection, or questioning a witness.
- Do not interrupt others while they are talking.
- Refer to the judge as "Your Honor."
- Direct all concerns and remarks to the bench and not opposing counsel.

Courthouse Security

- NO recording devices are allowed in the courthouse.
- Magnetometers are at the front door. Everyone attending the Open Doors program will need to pass through. No backpacks, knives, guns, sharp objects, or explosives.
- Teachers and students will need to show identification when entering the building. Please remember to bring a driver's license, ID cards, passports, etc.
- Please arrive early; locating parking may be difficult.

Dress Etiquette in the Federal Courts

In the Federal Courts, you need to dress in a tidy and conservative style to demonstrate respect for the court system. If you are dressed inappropriately, the judicial officers may ask you to leave.

Examples of appropriate dress style for the Federal Courts:

- Collared button up shirt, ensuring that it is buttoned to an appropriate point;
- Pants, or for women a skirt that comes to or below knee level; and
- Clean closed in shoes.

Dress style that is inappropriate:

- Sleeveless and see-through tops;
- Clothing with offensive slogans or graphics;
- Denim;
- Shorts;
- Pants or skirts that are above knee level;
- Thongs (flip-flops) or sandals;
- Sunglasses;
- Hats or caps.

Please be advised, we expect all students to adhere to this etiquette.

Etiquette During the Court Mock Trial

When you are in the courtroom, you should ensure the following:

- Turn off all electronic devices;
- Address the judge as 'Your Honor';
- Stand whenever the judge calls upon you;
- Stand whenever the judge enters or leaves the room;
- Follow all of the judge's directions;
- NO talking while sitting in the jury box or in the gallery until it is time for deliberation; and
- Remain seated throughout the trial except in cases of emergency or when instructed to stand.

You should not do any of the following:

- Speak, unless you are called upon by the judge;
- **Eat, drink or chew gum;**
- Record or publish any of the proceeding; or
- Have electronic devices of any kind out during proceedings.