

# Karuk Tribal Court

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## Court Room Conduct

The following guidelines should always be followed in court:

- Dress neatly and respectfully, as if you were going to a job interview.
- Take all the papers that have been filed or served and any other documents that you will need to show to the judge.
- Take blank paper and a pen.
- Be on time. Allow extra time for traffic or other possible delays. (If you are delayed or unable to attend the hearing due to a car breakdown, sudden illness, or other emergency, contact the clerk for the court department where your hearing will take place on or before your hearing time.)
- Turn off your cell phone or pager when you enter the courtroom.
- Be prepared to state your name and your relationship to the case.
- Speak clearly and loudly enough that the judge can hear you. Speak only when it is your turn.
- When you speak to the judge, act respectfully and call him or her “your honor.” NEVER interrupt the judge.
- Summarize your point of view. Explain why the judge should approve (or not approve) each request you have made.
- If you get nervous in court, look at your list. This will help you to speak to the judge.
- If you are asking for court orders, make sure that the judge makes an order on EACH item you have asked for.
- Do not depend on the judge to remember everything you have asked for. If something has been overlooked, tell the judge.
- Answer all of the judge’s questions and stop talking immediately if the judge interrupts you.
- If you do not understand something, say that you do not understand. Someone will try to explain it for you.
- Do not leave the courtroom unsure of what the judge ordered. Make sure you understand the court order and also what you need to do when the hearing is over. You may have to prepare an order for the judge to sign. You may have to wait around for the judge to sign an order. Just ask if you are not sure.