

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ILLINOIS

COURTROOM ETIQUETTE

- Remember the Four P's: Professionalism - Punctuality - Politeness – Preparation
- Dress professionally, as you would for an important event. This means that your clothing should be neat and clean, and that you are well groomed.
- BE ON TIME! The court has a very busy schedule. If you are late, your case may be postponed to another date or dismissed entirely. The court may also enter judgment or an unfavorable ruling against you if you are not there to present your case.
- Do not attempt to communicate with the courtroom deputy while court is in session.
- Be respectful and polite to everyone in court. This includes the judge, court staff, the other party involved in your case, witnesses, court security officers, and any other people in the area.
- Address the judge as 'Your Honor'.
- Do not use profanity, become argumentative, or emotionally react to answers given in court by the judge, opposing party, or attorney. You will have your turn to speak. Be sure that you do not speak "over" the other party or the judge (avoid interruptions). Speaking over another party may result in an inability to accurately record your hearing.
- The judge cannot speak to you directly about your case except when your case is in court. Court staff can help you with questions such as when your hearing is scheduled, or if you are in the right courtroom. Court staff cannot give you legal advice or recommendations about what you should do.