

Melissa Municipal Court

Dress and Conduct Code

For the safety of Court Personnel:

All persons who enter the Municipal Court, City Hall Building or any office utilized by the City of Melissa Municipal Court are subject to search of their person and their belongings.

Every person shall obey the court rules and shall conduct himself or herself in a respectful and courteous manner. The bailiff shall remove any person in violation of the dress code or court rules.

Attire

All persons entering the court are to be dressed appropriately. Any person wearing sleeveless shirts, shorts, excessively baggy pants, hats of any kind and open toed shoes will not be allowed to enter the courtroom. Clothing with offensive, vulgar, racist, sexist, obscene, or suggestive words, slogans, depictions, or pictures will not be allowed in the courtroom.

Final approval of appropriate dress will be determined by court personnel. For security reasons, handbags will not be allowed in the courtroom. Please leave them at home or secure them in your vehicle.

All cell phones, pagers and other electronic devices must be turned off while court is in session.

Conduct

- (1) Address the court as "Judge" or "Your Honor".
- (2) Do not disturb or distract the court, counsels, witnesses, or other court personnel.
- (3) Do not approach the Judge's bench without permission. Do not rest arms or hands on the bench.
- (4) Rise when the Judge enters and remain standing until the Judge or bailiff announces "Be Seated" or until the Judge is seated. Rise when the Judge exits the courtroom.
- (5) There is no talking while the court is in session.
- (6) Do not argue with the Judge or court personnel.
- (7) No food, drink or chewing gum is allowed in the court.
- (8) All cell phones, pagers and other electronic devices must be turned off while court is in session.
- (9) Disrupting the functions of the court and/or the clerk's office may result in additional charges being filed.

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By order of the Melissa Municipal Court.

March 2008