



16th JUDICIAL DISTRICT COURT
JUDGE de MAHY COURTROOM POLICIES
(Beginning May 7, 2020)

DO NOT COME TO THE COURTHOUSE UNTIL YOUR SCHEDULED TIME. YOU WILL NOT BE ALLOWED INTO THE COURTHOUSE AND/OR COURTROOM MORE THAN FIFTEEN MINUTES PRIOR TO YOUR SCHEDULED TIME.

All court personnel will be wearing masks and it is recommended that all parties coming to court wear a mask if it is recommended by the Governor's Office.

Only parties and their attorneys of record will be allowed in the courtroom at the time of the scheduled hearing. You may have to provide your name and case information upon entering the courthouse. If you do not have an attorney (self-represented), bring your court papers with you to the courthouse. **DO NOT BRING SOMEONE WITH YOU TO COURT UNLESS THEY ARE A WITNESS IN YOUR CASE AND YOU HAVE BEEN INSTRUCTED TO DO SO BY YOUR ATTORNEY.**

Once inside the courthouse and courtroom, you will have to practice social distancing of six feet from other individuals. As a consequence, you may be asked to wait in another courtroom or area of the courthouse or even in your vehicle until your case is called for hearing. **INSIDE THE COURTROOM, YOU ARE ONLY ALLOWED TO SEAT IN THE SPECIFICALLY MARKED SEATS.**

If you want individuals to testify for you at your hearing (witnesses), all witnesses must be placed on stand-by, waiting either outside the courthouse or at a nearby location within fifteen minutes of the Courthouse. If you are representing yourself, you will need to have your witness(es) telephone number(s) with you on your person (non-attorneys cannot bring their cell phones into the courthouse and the Court does not have time for you to retrieve telephone numbers from your cell phone out in your car). When you are ready for your witness to testify, self-represented parties will have to get assistance from court personnel to telephone the witnesses to come into courthouse.

In the courtroom, you may be instructed by the Judge to remove your mask if you are testifying or addressing the Court once social distancing of six feet has been accomplished.

Local Court Rules require that moving parties provide the opposing party with copies of all documents, video or audio recordings, photographs, text messages, emails, etc. (exhibits) at least ten days prior to the hearing. The defending party is to provide the moving party with copies of all exhibits at least seven days prior to the hearing. If you intend to introduce documents into evidence, you should bring your original documents and four copies to the courthouse. The original document is to be placed into evidence if admitted by the Judge; the copies are for the witness, the opposing party and the judge, to prevent the originals from being handled by multiple individuals. All persons shall use hand sanitizer, before passing documents to another person in the courtroom.

If your exhibit is an audio or video recording, photograph, text messages or emails, they cannot be contained on a cell phone, tablet or other computer device. Audio and video recordings must be on a flash drive or compact disc (CD) or other type media that can be viewed in the courtroom and introduced into evidence. Photographs, text messages and emails must be printed out or contained in a screen shot so they can be introduced into evidence. Again, Local Court Rules require that moving parties provide the opposing party with copies of all documents, video or audio recordings, photographs, text messages, emails, etc. (exhibits) at least ten days prior to the hearing. The defending party is to provide the moving party with copies of all exhibits at least seven days prior to the hearing.