

PROCEDURES FOR HEARINGS AND TRIALS BEFORE HONORABLE GUY R. HUMPHREY

Opening of Courtroom

The courtroom will be opened fifteen (15) minutes prior to every hearing or trial unless other arrangements are made with the Courtroom Deputy.

Use of Electronic Display System

Counsel and pro se parties shall use the court's electronic display system for presentation of all documentary evidence and documentary demonstrative exhibits. At any trial or hearing, counsel shall provide an original hard copy of each exhibit to be retained by the court as part of the record. Presentation of all exhibits during any trial or hearing shall be by means of the court's electronic display system. If counsel intend to present exhibits electronically from a laptop computer or use other digital presentation devices, then counsel must provide at least three (3) days advance notice to the court to ensure security clearance and technical compatibility. Courtroom equipment testing and setup of counsel-provided devices are the responsibility of counsel and should be completed prior to the trial or hearing commencement time.

In addition to the document camera and ability to display exhibits electronically from a laptop computer, parties may also use the court's electronic "white board."

Counsel and pro se parties are encouraged to make arrangements with the Courtroom Deputy to come to the court to be trained on use of the equipment and to become familiar with the use of the electronic equipment and the features of the electronic equipment. In addition, parties need to test the use of a laptop computer or other digital presentation devices which they intend to use to make any presentations prior to the hearing or trial to ensure technical compatibility with the court's system. Please call either the Courtroom Deputy at the telephone numbers posted on this website to make such arrangements.

Use of An Interpreter or Equipment for the Hearing Impaired or Other Arrangements for People with Disabilities

Please advise the Courtroom Deputy in advance if an interpreter or equipment for the hearing impaired will be required or a wheelchair user will be a witness so that appropriate accommodations can be made in advance.

Completion of Hearing or Trial

Unless otherwise ordered or scheduled by the court, all hearings and trials, once commenced, shall continue from day-to-day until completed.

Transcripts

Please contact the Clerk's office to make arrangements to obtain a copy of any trial or hearing transcript or any excerpt from a hearing or trial. In the event a transcript is requested, the court's redaction policy must be followed.

Courtroom Conduct and Decorum

The following procedures are to be followed in all proceedings in open court:

At the commencement of the hearing, each attorney shall stand and state his or her name and introduce by name the parties and witnesses present for that attorney's cause. Each attorney shall also state that the names of all witnesses and copies of all proposed exhibits have been exchanged with all other attorneys; or, shall state the names of all witnesses and provide copies to all other attorneys of all proposed exhibits that have not been exchanged.

All persons, whether counsel, parties, or witnesses, shall be formally addressed by their surnames.

Unless otherwise authorized by the court, all arguments, examination of witnesses, and presentations by counsel shall be conducted from the court's lectern.

Portable Electronic Devices

See General Order No. 10 for the court's policy on the presence of portable electronic devices in the courthouse and courtrooms. In addition, see the *General Order Regarding Possession and Operation of Portable Electronic Devices at Dayton Court Location* (General Order No. 11) on the court's website under General Orders.

[Click here for General Orders](#)