



**JUDGE BILLY HEFNER
JUSTICE COURT, PRECINCT ONE
COLORADO COUNTY, TEXAS**

JANUARY 3, 2007

GENERAL RULES OF DECORUM AND COURTROOM CONDUCT

All officers of the Court and participants shall dress appropriately for court sessions:

1. NO SHORTS, MINI SKIRTS, OR TANK TOPS;
2. NO BAGGY/ SAGGY PANTS THAT SHOW UNDERGARMENTS;
3. NO T-SHIRTS WITH OFFENSIVE, VULGAR, RACIST, SEXIST, OBSCENE, OR SUGGESTIVE WORDS, SLOGANS, OR GRAPHICS;
4. NO HOODIES, HATS OR CAPS ARE ALLOWED TO BE WORN IN THE COURTROOM;
5. NO FLIP-FLOP SHOES;
6. NO TORN, RAGGED, OR DIRTY CLOTHING; OR
7. ANYTHING THAT WOULD PROVOKE EMOTION OR DISRUPT THE COURT PROCEEDINGS.

Code of Conduct:

The Judge, attorneys, and other officers of the Court will refer to and address other court officers or participants in the proceeding respectfully and impersonally, by using appropriate titles and surnames rather than first names.

You may represent yourself in Justice Court. This is called "pro se" (appearing for oneself). The defendant should be prepared to present the case to the Court in a proper manner. In criminal cases, the State will be represented by the County Attorney. It is your responsibility to understand how to present evidence and how to prove and present your case. The Court is not permitted to assist you.

1. BE ON TIME.
2. RISE WHEN THE JUDGE ENTERS THE COURTROOM AND REMAIN STANDING UNTIL THE JUDGE OR BALIFF ANNOUNCES "BE SEATED".
3. DO NOT ARGUE WITH THE JUDGE.
4. ALWAYS ADDRESS THE COURT AS "JUDGE" OR "YOUR HONOR".
5. ONLY APPROACH THE BENCH AFTER RECEIVING THE JUDGE'S PERMISSION.
6. DO NOT ENTER THE COURTROOM WITH FOOD, BEVERAGES, OR CHEWING GUM.
7. ALL PAGERS AND CELLULAR PHONES MUST BE **OFF** OR IN **SILENT MODE**.
8. NO WEAPONS OF ANY KIND OR UNATTENDED PACKAGES, OR BACKPACKS ARE ALLOWED IN THE COURTROOM.