

**Coppell Municipal Court of Record  
Rules of Court Decorum**

**I. Courts Where Applicable**

Under the inherent power and duty of all Texas courts as codified in Section 21.001, Government Code, the following Rules of Decorum shall apply and govern all proceedings before the Municipal Court of the City of Coppell in the County of Dallas, Texas.

**II. Formal Opening**

Each daily session of the Court shall be brought by announcement of the Bailiff, Clerk, or other officer of the court requiring all to rise as the Judge takes the bench.

**III. Conduct Required of All Persons While Attending Court**

While the Court is in session:

- A. Defendants will be required to turn off or place on silent mode all electronic devices (i.e. cell phones, pagers, personal computers, MP-3 Players, etc.) Electronic devices, such as cell phones and iPads, may be used in the court room for texting, emailing or reading, as long as it does not interfere with or cause a distraction to court room proceedings.
- B. No recording/recording devices will be allowed in the courtroom.
- C. Except as part of the proceedings, bundles, packages, duffle or utility bags, back packs, umbrellas or oversized purses will not be allowed in the courtroom.
- D. Appropriate attire is required: no swimsuits, tank tops, muscle shirts, exposed midriffs, short shorts or bare feet. Shoes are required. All hats or caps must be removed prior to entering the courtroom.
- E. No drinks, food or newspapers will be allowed in the courtroom.
- F. All people entering the courtroom are required to pass through the metal detector. Any person refusing to pass through the metal detector, or have their belongings searched will not be allowed entry into the courtroom. All personal property including purses, brief cases, hand bags, fanny packs and outer clothing are subject to search by the Marshal at any time.
- G. No weapons of any type will be allowed in the courthouse.

- H. Persons entering the courtroom will quickly and quietly be seated in the spectator seats. Except in the conduct of Court proceedings, all persons in the courtroom will remain seated.
- I. No one will be allowed to sleep, eat, chew gum, talk loudly, play games of any kind, read newspapers, or otherwise engage in disruptive activity. No smoking in the building.
- J. Parents/guardians of children will maintain control of their children, preventing loud and disruptive behavior; otherwise they will be required to be seated in the lobby until they are called before the court.
- K. The Marshal reserves the right to deny access to any person or item for the safety of all concerned.
- L. Marshals shall carry out other directives and orders issued by the Judge.

#### **IV. Conduct Required of Counsel and Pro Se Defendants**

- A. Attorneys shall observe the letter and spirit of all canons of ethics, including those concerning improper ex parte communications with the Judge and with those dealing with discussion of cases with representatives of the media.
- B. Attorneys shall advise their clients and witnesses of the Rules of Decorum that may be applicable.
- C. Pro se defendants (defendants representing themselves without their own counsel) shall conform their behavior to all provisions applicable to Counsel.
- D. Counsel shall be dressed appropriately while in attendance of the court, unless otherwise permitted by the Court.
- E. All parties shall be prompt in arriving for Court and in attending to Court business.
- F. Once a party has entered the courtroom and is appearing before the Court, he/she shall not leave without obtaining permission from the Court.
- G. All remarks of counsel to the Court shall be addressed to the Court formally.
- H. The Court and opposing parties shall address each other and members of the Jury without familiarity. The use of first names shall be avoided.
- I. All objections, arguments, and other comments shall be directed to the Judge or Jury and not to opposing counsel.

- J. Objection shall be in proper legal form. Argument will not be entertained upon an objection except with the Court's permission.
- K. Counsel shall remain seated at the counsel tables at all times except:
  - 1. when the Judge enters and leaves;
  - 2. when addressing the Judge or jury;
  - 3. whenever it may be proper to handle documents, exhibits, or other evidence;  
and
  - 4. when objecting to opposing counsel.
- L. Counsel shall not approach the bench except with permission or on request of the Court.
- M. Counsel shall not lean on the bench, sit on rails or tables, or appear to engage the Court in a confidential manner.
- N. No attorney or party shall expect any Court attendant to request his or her presence prior to the commencement or resumption of any Court proceedings.
- O. The Court may enforce these rules of conduct and decorum by appropriate action or sanctions.
- P. Nothing herein shall prevent or prohibit the further adoption of additional rules of decorum.

**V. Endorsement**

All attorneys and pro se defendants are required to conform their conduct to the above stated rules of Decorum. Violation of the Rules of Decorum may constitute Contempt of Court and may be punishable by a fine and/or confinement pursuant to Section 21.002(c), Government Code.