

Preparing for Court

To help your court appearance go smoothly, please review the following guidelines before arriving:

- **Arrive Early**

The arraignment session begins promptly at 9:00 a.m. Please plan to arrive a few minutes early to allow time for check-in and security screening.

The trial session begins promptly at 1:00 p.m. All parties must be seated before the judge takes the bench, as the docket will be called immediately thereafter.

If you are not certain what time you should be in court, please contact the clerk's office prior to your court date. You can find court contact information [here](#).

- **Leave Personal Items at Home or in your Vehicle**

Cell phones, purses, bags, and similar items are not permitted in the courtroom. Please make arrangements to secure these items elsewhere before entering the building.

If you plan to present evidence stored on your phone, you must contact the Court Clerk in advance to obtain permission to bring your device into the courtroom. You can find the clerk's contact information [here](#).

- **Childcare Arrangements**

Do not bring small children to court. Make necessary childcare arrangements prior to your appearance.

- **Dress Appropriately**

Court is a formal setting. Please dress in a respectful and appropriate manner. For more details, review the Courtroom rules.

- **When Speaking to the Judge**

Address the judge respectfully. Speak clearly and loudly enough to be heard, and respond directly when spoken to. Please use the microphone if possible.

COURTROOM RULES

The Court shall be opened formally and conducted with dignity and decorum at all times. In order to facilitate this, the Rules of the Oxford Municipal Court are as follows:

1. No cell phones, pagers, cameras, televising, or recording devices are allowed unless otherwise authorized by the Court. (*Law Enforcement, Attorneys, and Court Personnel may have their cell phones in the Courtroom as long as silenced.*)
2. No firearms, knives, or dangerous weapons are allowed in the Courtroom except for law enforcement.
3. No talking while Court is in session.
4. No food or drinks are allowed.
5. Dress attire for Court is business casual. Collared shirts and long pants are acceptable for men. A dress, blouse and skirt, and long pants are acceptable for women. No hats, halter tops, muscle shirts, miniskirts, revealing clothing, or shirts with offensive language will be allowed.
6. Be on time. Failure of the accused to be on time may result in a guilty verdict being entered in their absence. In the case of a law enforcement officer being late, the case may be dismissed.
7. Be courteous, respectful, and always act in a professional manner.
8. Children unaccompanied by parents or guardians are not allowed in the Courtroom. Adults with disruptive children will be removed from the Court.
9. Always stand when the Judge enters or leaves the Courtroom, or when the Judge addresses you.

Violations of Courtroom Rules may result in a fine or imprisonment.