



THE CITY OF
OXFORD

MARC BOUTWELL
MUNICIPAL COURT JUDGE

NICKIE DENLEY
MUNICIPAL COURT CLERK

Preparing for Court

Before You Come to Court

To help your court appearance go as smoothly as possible, please review the following information before your court date.

Arrive Early

Court begins promptly at the scheduled time.

- Arraignments generally begin at 9:00 a.m.
- Trials generally begin at 1:00 p.m.

Please arrive early enough to allow time for parking, check-in, and security screening. All parties should be seated before the Judge takes the bench.

If you are unsure what time you are required to appear, contact the Clerk's Office before your court date.

Bring Only What You Need

Cell phones, purses, bags, backpacks, and similar personal items are not permitted in the courtroom unless specifically authorized. Please make arrangements to leave these items at home, in your vehicle, or with someone outside the courtroom.

Evidence on a Phone or Electronic Device

If you need to present evidence that is stored on your phone or another electronic device, you must contact the Clerk's Office *before* your court date. Do not assume you will be allowed to bring a phone or device into the courtroom without prior approval.

Make Childcare Arrangements

Please do not bring small children to court unless absolutely necessary. Court proceedings may last longer than expected, and disruptive children may result in removal from the courtroom.

Dress Appropriately

Court is a formal setting. Please dress in a respectful and appropriate manner.

Appropriate courtroom attire includes business casual or other clean, respectful clothing. The following are not appropriate for court:

- hats;
- halter tops;
- muscle shirts;
- miniskirts;
- revealing clothing;
- shorts;
- clothing with offensive language or images;
- clothing that is disruptive or inappropriate for a courtroom setting.

When Speaking to the Judge

When speaking to the Judge:

- stand when directed;
- address the Judge respectfully;
- speak clearly and loudly enough to be heard;
- use the microphone if one is available;
- answer questions directly;
- do not interrupt the Judge, attorneys, witnesses, or other parties.