

**HON. RICHARD MILLS
UNITED STATES DISTRICT JUDGE**

RULES OF THE COURTROOM

- (1) Only counsel and parties are to be seated at counsel table. No paralegals, secretaries, spouses of parties, etc. Also, only members of the bar are to be seated inside the rail and in the well of the Court.
- (2) Counsel should stand when addressing either Court or jury, regardless of the context of the communication.
- (3) Please use the podium and refrain from "pacing" or moving about when addressing the Court or jury.
- (4) Ask leave to approach a witness with an exhibit the first time. It is not necessary to repeat subsequent requests with the same witness.
- (5) Attorneys and their staffs are to avoid unnecessary movement in, out, or about the courtroom during trial. It is distracting to both the jury and Court.
- (6) Refer to exhibits in simple terms: "I hand you Plaintiff's Exhibit 36." Eliminate all other unnecessary verbiage (such as, "I hand you what has been marked for identification purposes as Plaintiff's Exhibit 36," etc.).
- (7) Please address the Court and not other counsel. (Avoid: "You may cross-examine, counsel" or "Your witness." Preferred: "I have no other questions, Your Honor" or "Thank you, Mr. Witness" will be sufficient.
- (8) Counsel will refer to court officials by their titles and not by their first or last names (i.e., "The Clerk," "The Court Reporter," "The Marshal," "The Bailiff," etc.). Counsel will refer to each other as "Mr.," "Miss," "Ms.," "Mrs.," or "counsel for _____," rather than by their first names. Parties and witnesses are to be addressed as "Mr.," "Miss," etc., and not by their first names.
- (9) In jury trials, court will convene at 10:00 A.M., recess for lunch from 12:00 noon to 1:30 P.M., take an afternoon recess at 3:00, and adjourn for the evening at 5:00 P.M. (Since jurors come from 18 distant counties in the Springfield Division, jurors' travel time dictates that we adhere strictly to the 10:00-5:00 time frame.)

- (10) The Court will conduct the voir dire examination. If counsel have any particular, non-routine questions called for by the nature of the specific case on trial, they shall provide them to Judge Mills' secretary prior to 10:00 A.M. on the day of trial. Peremptory challenges will be made at side bar. Each side will have 3 challenges.
- (11) Adhere to strict rules of impeachment. Answers in court must be diametrically opposite to answers in a deposition or interrogatory: Yes and no, black and white. No mere variations, interpretations, equivocal or "soft" answers susceptible to more than one meaning will justify or support such practice. (I am particularly disturbed by attempted improper impeachment and will not hesitate to so advise counsel in front of the jury should the occasion arise.)
- (12) Counsel are requested to either go to the attorney/witness room themselves to call a witness, or arrange for an associate to do so. The Marshals and Court Security Officers (CSOs) are in the courtroom for security purposes only and are instructed not to engage in any activity other than security protection for the Court, the jury, counsel, and the attending of juries.
- (13) Under no circumstances are counsel or their staff to discuss a verdict with any juror at any time, without prior leave of court.
- (14) The courtroom is not a coffee shop. No food or drink will be permitted in the courtroom at any time, other than the water on counsel tables. Also, newspapers are not to be seen or opened in the courtroom at any time.