

COURTROOM PROCEDURES AND PROTOCOL

- Please be advised to make arrangements to **arrive early** at the **Federal Courthouse located at 300 North Hogan Street, Jacksonville, Florida** allowing for locating a parking space (**see attached maps for directions to the Federal Courthouse**). Meet Mr. Mousa minimum of fifteen (15) minutes ahead of time in front of Suite 1-200 which is immediately on the left beyond the Security area with a row of chairs outside of it. If needed, the bathrooms are immediately after the Hearing room across from each other.
- The Appropriate Attire, Local Rule 5072-1(b)(16) requires that all persons appearing in Court be groomed and should dress in appropriate attire consistent with their financial abilities. No hats. Mens suits are not required. Ladies may wear professional style pants or a dress.
- Food, drinks or chewing gum is **not** allowed in courtrooms or meeting rooms.
- Weapons of any kind are **not** allowed in the Courthouse.
- The courtroom is **not** an appropriate place for children due to limited seating and the type of proceedings. This is not an environment for children.
- **If you are required to bring documents, review** your paperwork before the hearing. Stick to the **FACTS**, do not ramble when explaining your side of the situation, your time is limited.
- Remember to **address the Trustee or Judge appropriately** when speaking to them, do not speak to the other party or their attorney. Don't interrupt the Trustee / Judge or the other party/lawyer. Wait until it is your turn to speak. Remember to stand when addressing the Trustee / Judge.
- The Trustee / Judge will ask you questions. If you don't understand the question, say so. Be direct and courteous. If you don't know the answer, say so. Take the time when answering questions to make sure you answer thoroughly.
- Always be respectful and courteous at all time with the Court. If speaking to the **Judge address him or her as "Your Honor."** Do not interrupt. If something needs to be clarified, wait until it is your turn to speak or ask to speak again.
- Be sincere. Don't be sarcastic or argue with the Court or any other party in attendance. Remain calm. If you are stating dates, times, places, etc., be exact. If you cannot be exact, make it understood that you are only estimating.
- Speak clearly, slowly and distinctly, using words, phrases, and terminology that you can understand.