

# MICHIGAN SUPREME COURT

## RULES OF ETIQUETTE AND CONDUCT

### Visiting the Hall of Justice

The Hall of Justice is located six blocks west of the State Capitol Building, between Ottawa and Allegan Streets. Parking is available in a lot located one block east of the building off Allegan Street. The Supreme Court clerk's office is on the 4<sup>th</sup> floor and the courtroom is on the 6<sup>th</sup> floor. Office hours of the clerk's office are 8:30 a.m. to 5:00 p.m., Monday through Friday except for court holidays.

Upon entering the Hall of Justice, you must report to the security officer at the front desk to provide your name and reason for visiting. After that, you must pass a security screening similar to that at an airport, i.e., walk through a metal detecting device and have your purse, brief case, backpack, or packages scanned by an x-ray machine. Anyone refusing to cooperate will be denied access to the building.

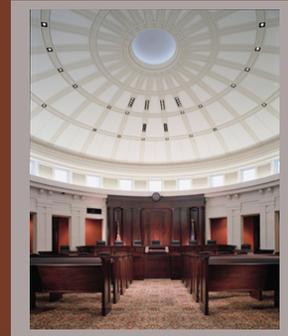
No weapons are allowed in the Hall of Justice except those carried by building security personnel and uniformed law enforcement officers in the performance of their official duties. Admin Order 2001-3.

Visitors needing special accommodation because of disability or illness can obtain assistance from a security officer.

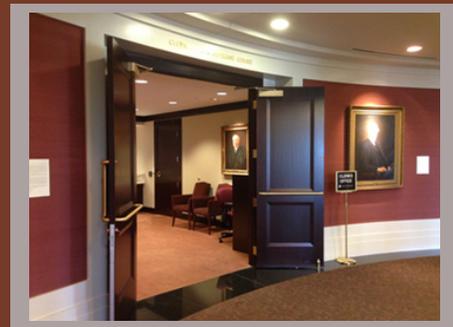
### Be Quiet and Respectful

Visitors must conduct themselves in a manner that recognizes and protects the dignity of the proceedings. Be as quiet as possible throughout the building because court employees work in offices adjacent to the public halls and common areas. Any conduct that interferes with the decorum or operation of the Court or the work of its employees is prohibited and could result in your removal from the building.

Visitors are not allowed to touch the portraits, pictures, busts, or other artifacts on display in the building.



Supreme Court courtroom, 6<sup>th</sup> floor, Hall of Justice



Clerk's Office, 4<sup>th</sup> floor, Hall of Justice

### Oral Argument Tips for Attorneys

- Review the *Guide for Counsel in Cases to Be Argued in the Michigan Supreme Court*, which is available on the Supreme Court's website.
- Be on time! Check in with the clerk's office on the 4<sup>th</sup> floor by 9:15 a.m. if you are scheduled to argue in the morning session and by 12:15 p.m. if you are arguing in the afternoon session.
- Advise the clerk's office at the time of check-in if you require an easel or blackboard, although the Court generally disfavors the use of visual aids such as enlarged charts and photos during oral argument.
- Only attorneys who are endorsed for argument or parties acting *in propria persona* are allowed to sit at the counsel tables; clients and amicus curiae must remain in the gallery.
- Arguments are streamed live over the Internet so you must be careful not to disclose confidential or sensitive information.

## Dress Appropriately

Attorneys appearing before the Court should wear appropriate professional attire. Spectators should dress as they would for an employment interview or to attend a religious service. Clothing that should NOT be worn include:

- Items depicting violence, sexual acts, profanity, illegal drugs, or alcohol use
- Halter tops, belly shirts, tank tops
- Swim suits or exercise/workout wear
- Revealing garments
- Ripped, tattered, or soiled clothing
- Low riding pants
- Sunglasses (unless required for medical reasons)
- Flip flops or sandals

## Courtroom Decorum

Smoking, eating, drinking (including bottled water), and gum chewing are not allowed at any time, whether during sessions of the Court or at recess. Food and drink may only be consumed in the 1<sup>st</sup> floor cafeteria.

Cell phones and pagers must be turned off or set on "silent" or "vibrate" mode. Unless otherwise restricted by the Chief Justice, laptops, tablets and other electronic devices may be used for note-taking or Internet searching so long as their use is respectful of others and does not disturb court proceedings, such as by making clicking sounds on a keyboard or other audible tones. Taking photographs or video/audio recordings by any device is not allowed except for members of the media who have the prior permission of the Court. Admin Order 1989-1. Failure to comply with these rules will result in confiscation of the device.

Attorneys, parties, and spectators are required to remove hats, caps, and hoods in the courtroom unless worn in accordance with religious custom (such as a burqa, chador, hijab, or turban) or for medical reasons.

Demonstrations, placards, badges, and clothing that espouse a position on an issue before the Court are not allowed without the express permission of the Chief Justice. The distribution of printed materials, such as brochures and fliers, is strictly prohibited in the building.

Disruptive behavior such as talking, laughing, shouting, or creating other loud disturbances will not be tolerated.

The reading of books, newspapers, and periodicals, except as necessary for oral argument, is prohibited.

Once oral arguments have begun, spectators in the gallery must remain seated and should leave the courtroom only when arguments in the case have concluded or when the attorneys are approaching or leaving the podium.

Infants and young children may accompany their caregivers at oral arguments but their attendance is not recommended given the formal nature of the proceedings. They should be removed from the courtroom immediately if they become a disturbance.



Supreme Court bench, 6th floor, Hall of Justice



**Address:**  
925 W. Ottawa Street  
P.O. Box 30052  
Lansing, MI 48909  
**Phone:** 517-373-0120

<http://courts.mi.gov/courts/michigansupremecourt/pages/default.aspx>