



Administrative Order No. 25-001

Guidelines for Courtroom Decorum for the San Manuel Tribal Court

The purpose of this Order is to state, for the guidance of those unfamiliar with the traditions of this court, certain basic principles concerning appropriate behavior and decorum while appearing before the court. These requirements are minimal, not all-inclusive, and are intended to emphasize and supplement, not supplant or limit, the ethical obligations of counsel under the Rules of Professional Conduct or the time-honored customs of experienced trial counsel. Individual judges of the court may, in any specific case or generally, announce and enforce additional prohibitions or requirements or may excuse compliance with any one or more of these provisions.

When appearing in this court (including by video teleconference (VTC)), unless excused by the presiding judge, all counsel shall abide by the following:

1. Dress in business or traditional Tribal attire appropriate to the dignity of the court.
2. Stand as court is opened, recessed, or adjourned (not applicable for VTC appearance).
3. Address the judge as "Your Honor" or "Judge."
4. Stand when addressing, or being addressed by, the court (not applicable for VTC appearance). Avoid using colloquial or slang terms (e.g. "yeah," "uh-huh," etc.) when responding to questions from the court.
5. Stand at counsel table while examining any witness; except that counsel may approach the witness, with court permission, for purposes of handling or tendering exhibits (not applicable for VTC appearance).
6. Stand at counsel table while making opening statements or closing arguments (not applicable for VTC appearance).
7. Address all remarks to the court, not to opposing counsel or *pro se* litigants.

8. Counsel must begin all remarks by stating counsel's name and the parties they represent, spelling names as needed.
9. Do NOT speak over another person.
10. Avoid disparaging personal remarks or acrimony toward opposing counsel and remain wholly detached from any ill feeling between the litigants or witnesses.
11. Refer to all persons – including witnesses, other counsel, and the parties – by their surnames and not by their first or given names.
12. Only one attorney for each party shall examine or cross examine each witness. The attorney stating objections, if any, during direct examination shall be the attorney recognized for cross examination.
13. Counsel should request permission before approaching the bench.
14. In making objections, counsel should state only the legal grounds for the objection and should withhold all further comment or argument unless elaboration is requested by the court.
15. In examining a witness, counsel shall not repeat or echo the answer given by the witness.
16. Counsel shall admonish and discourage all persons at counsel table from manifestations of approval or disapproval during the testimony of witnesses or making gestures, facial expressions, audible comments, or the like.
17. Do not recite personal data and other sensitive information into the record.
 - a. Limit Social Security Numbers and financial account numbers to the last 4 digits.
 - b. Where appropriate, limit names and birth dates to initials and birth year.
 - c. Exhibits submitted to the court that contain personal identifiers must be redacted to avoid disclosing non-essential sensitive information.
18. Conversations not necessary to the courtroom proceedings are not permitted while court is in session.

19. For the purposes of courtroom Digital Audio Recording:

- a. Speak clearly and directly into the microphone. When speaking, ensure the microphone is illuminated in green to ensure it is recording.
- b. Be aware that the microphone and cameras are recording at all times and any conversations or actions not intended to be recorded on the record must take place outside the courtroom.

SO ORDERED this 21st day of May, 2025.



Yvette Ayala Henderson, Chief Judge