

**RULES & PROCEDURES
JUDGE ANGEL LOPEZ' COURT**

- 1) **Feel free to bring coffee, tea, etc., into court.**
- 2) **Turn off cell phones and advise your client or witnesses to do the same.**
- 3) **If possible, have your exhibits numbered before their introduction.**
- 4) **Let me or my clerk know if there is anything we can do to make you more comfortable or to help you with exhibit set- up or other special needs you may have.**
- 5) **Lawyers are free to move around during trial and do not need the court's permission to do so.**
- 6) **It is important to this court that all parties are treated with courtesy and respect. Please do your part to uphold these expectations.**
- 7) **Remember that you are a licensed professional. The public judges us all by the way you present in court.**
- 8) **Trials are by nature stressful situations. Let's all work together when possible to lessen the stress.**
- 9) **Please call Judge's Office at 503-988-3068 if you will be late and give your best estimated time of arrival.**
- 10) **When orienting your witnesses, please:**
 - 1) **Advise them to refer to others as Mr. or Ms. or by their full name. Children of course, may be referred to by their first name.**
 - 2) **Ask that the witness carefully listen to the questions put to them and answer only the question put to them. If they do not understand the question, they may ask that it be repeated or asked in a manner they understand.**
 - 3) **ADVISE all Non-English speaking witnesses to wait until the question is fully interpreted before they respond.**