

TO: CLERK

SUBJ: Information Sheet on Courtroom Procedures
(Judge Earl B. Gilliam)

1. LOCATION OF FORMS

Forms are contained in 2 drawer file cabinet to left of Clerk. Forms are in numerical order. Guide sheet is located in front of drawer.

2. CALENDAR - Clerk calls cases and calendar.

3. ARRAIGNMENTS. - Clerk arraigns on information/indictment amended/supplement or otherwise.

Judge, normally, arraigns, on all other matters.

4. MAIL - Judges in box is the right on entering chambers. All current mail is placed in box unopened. Out box is to the left, on entering chambers.

Obvious mail from prisoners, inmates etc, should be opened by the clerk to ensure that document is in correct court.

5. SWEARING - Pursuant to the code, Clerk, under direction of court, swears witnesses, juries, bailiffs when court is present in courtroom.

6. JURY INSTRUCTIONS - All instructions are stamped, which is located in desk drawer, placed in folder, marked "Jury Instructions" which is located in file drawer of desk in the far rear, and given to Judge.

7. FILES - Located in file cabinet to the rear of forms, each clearly marked.

Calendar book - Located on top of clerks desk. must be kept to date. No matters set before 9:15 unless ordered by the court. No more than 4 PH&S set per day, unless ordered by the court.

Tickler File - Clerks desk, left hand side, folders marked 1 thru 31. All engagements meetings, luncheons are placed in this file along with other scheduled hearings, and placed in judges read file dailey.

screens

8. PHONE CALLS - Clerk ~~monitors~~ all phone calls.
Any judge that calls, the judge will receive whether or not he is on the bench or not.
If on the bench, pass note or whisper that judge so and so is calling. Court will then give specific instructions.

Judges mother is ailing in years. Any time she calls, he wants to talk to her. Mrs. Gilliam very seldom calls.

At this time, all phone calls from Senators, VIPs, ANY FROM WASHINGTON, court is notified immediately, as if another judge was calling.

DO NOT ANSWER judges private line.

9. GENERAL INFORMATION -

Callers- Screen--most often as not, the judge will not see.
General - Always use statement that Judge is in conference, take name and message, and general data of why the call.

Court opening- Always remain seated--Flag openings each day
JURY TRIAL is in session.

Coffee- Judge drinks his black, always inquire whether he would like one in the a.m. and at each break.
Mess is located in Dept 17. (Cindy Fuentes ofc).

Trials- Judge reads information to jury, Criminal only.

REMINDERS- Judge does not take offence, if clerk reminds judge of details he may have forgotten in sentencing - like more than one count, failed credit time served, appeal rights, parole rights etc. If you don't remind him--you'll do the sentencing over to get it right.
If you're on the record a question like this is ~~appropriate~~ appropriate: "Your honor, did you want to remand without bail?" "Your honor, was Count 3 to run consecutive to Count 1."