

Under the inherent power and duty of all Texas courts as codified in Section 21.001 of the Texas Government Code, the following Local Rules of the Municipal Court of the City of Sachse, Texas (hereinafter “Local Rules”) are promulgated and shall apply and govern any and all proceedings held within any Municipal Court of the City of Sachse, Dallas County, Texas. These rules are adopted for the purpose of securing uniformity in those proceedings and in order to promote justice.

The Local Rules apply to attorneys and their staff members, to each Defendant representing himself/herself (hereinafter “Pro se Defendants”), to all court staff, to witnesses and observers. A Judge may promulgate additional rules for his/her Court which do not conflict with the rules and applicable law. Failure to comply with these rules may result in the imposition of sanctions, including contempt.

Authority of Municipal Court Judges

The Municipal Court of the City of Sachse is one Court, in one location, and referred to as a “Court”. Each Judge, whether a Presiding Judge or Substitute Judge sitting for the Presiding Judge, has all authority within the Court in which he/she is sitting and in Sachse in general as does any Municipal Judge of a Court of Record in the State of Texas. Each Municipal Judge, whether Presiding or Substitute, is also a Magistrate for every county into which the City of Sachse extends and has all authority as a Magistrate in any of those counties as set forth in State law.

Courtroom Decorum

Conduct Required of All Persons Attending Court

Court is in session whenever the Judge is on the Bench. While the Court is in session, unless the Judge directs otherwise the following conduct must be observed:

- No smoking or use of tobacco products, including snuff or chewing tobacco.
- No loud noises. Any children brought into the Courtroom must be quiet or they must be removed from the Courtroom.
- No eating, drinking or gum chewing.
- All persons, whether lawyers, parties, witnesses, jurors, or spectators, conducting business, participating in trials, or otherwise attending proceedings in a Courtroom of the Municipal Court of the Sachse, Texas, shall be dressed appropriately so as to maintain the dignity, integrity, decorum, seriousness and professional atmosphere of the Court and the administration of justice. As such, no inappropriate attire, including short shorts, tank tops, sleeveless shirts, jeans with holes or cut-outs, low pants with underwear showing or inappropriate “message” shirts, or sunglasses shall be allowed. No hats or head coverings including scarves, bandanas or do-rags shall be worn in the Courtroom, unless such item is of a religious nature or for medical reasons.
- No unattended children in the Courtroom. Children under the age of 8 and children 8 and older, who cannot sit alone, cannot be brought to the Courtroom without an adult or older responsible child, who can accompany them out of the Courtroom, if necessary.

- No person shall bring radios, tape recorders, computers, tablets, cameras, cell phones, or other electronic devices into the courtroom.
- Filming, photographing or recording of proceedings held in open court while court is in session is strictly prohibited.
- Filming, photographing or recording jurors or alternate jurors in the Courtroom or in the jury deliberation room is strictly prohibited.
- Absolutely no weapons shall be brought into the Courtroom, with the exception of those intended to be offered as evidence. Commissioned peace officers may bring weapons in the Courtroom. The Judge shall have the discretion to have any object removed from the Courtroom.

Entry into Courtroom and Prohibited Items in Court

All persons and items are subject to search before being allowed entrance into the Courtroom. The following items are prohibited from being in the Courtroom:

- Video Cameras
- Photo Cameras
- Audio Recorders
- Cell Phones
- Computers / Tablets
- Food/Drinks
- Scissors
- Corkscrews
- Firearms
- Knives
- Aerosol Sprays
- Razor Blades
- Tools
- Glass Items
- Forks, Spoons, etc.
- Handcuffs/Handcuff Keys (unless carried by a Commissioned Peace Officer)
- Knitting Needles
- Heavy Chain Items
- Nails, Screws, etc.
- Mace/Pepper Spray
- Non-Court related materials

Conduct Required of all Attorneys and Pro se Defendants

Attorneys shall observe both the letter and the spirit of all Canons of Ethics and the Texas Disciplinary Rules of Professional Conduct, including those Canons concerning improper ex parte communication with the Judge and those dealing with discussion of cases with representatives of the media. In addition;

- Attorneys shall advise their clients and witnesses of all of the Local Rules that may be

applicable, and shall ensure that their clients and witnesses follow and fully adhere to all such rules.

- Pro se Defendants (Defendants acting on their own behalf) shall conform their behavior to all provisions of the Canons of Ethics applicable to a licensed Attorney. Pro se Defendants shall not attempt to converse with the Judge about their cases unless the prosecuting attorney is present.

- Attorneys and Pro se Defendants shall be dressed appropriately while in the Courtroom.

- All parties shall be prompt in arriving for Court and attending to Court business. Attorneys, Defendants represented by Attorneys and Pro se Defendants shall be on time and if the Attorney is required to be in another Court, he/she shall notify the Court Clerk that he/she anticipates being tardy specifying where the Attorney is and when he/she anticipates being present. Any Attorney with such a conflict shall notify the Court at least 24 hours before the court setting, unless the delay could not be anticipated.

- Failure of a represented Defendant or Pro se Defendant to appear as scheduled may result in a warrant being issued. An Attorney who fails to appear timely may be subject to sanctions, up to and including contempt.

- Once an individual has entered the Courtroom and appeared before the Court, whether Defendant, Attorney or witness, he/she shall not leave the Courtroom without obtaining permission from the Judge.

- During trial or any hearing, any objections, arguments and comments shall be directed to the Judge and not to opposing counsel or to Pro se Defendants. Any objections which have been raised during a hearing or trial shall be supported by a legal basis for such objection.

- During trial or any hearing, all participants in the proceedings shall address each other and members of the Jury, if any, without familiarity. The use of first names shall be avoided. While addressing the Court, Attorneys and Pro se Defendants shall rise and remain standing at their position at the counsel table unless directed otherwise by the Judge.

- During trial or any hearing, Attorneys and Pro se Defendants shall not approach the Bench except after requesting and receiving permission from the Judge or as directed by the Judge. The media will not be allowed to record any court proceedings inside the Courtroom.