

**8:30 AM JURY TRIAL CONFERENCE WITH LAWYERS  
JOHNSON COUNTY CRIMINAL JURY TRIALS**

1. **VOIR DIRE PROCEDURES:** The Judge will introduce the case to the Jury Panel; read basic instructions pertaining to issues that may relate to *voir dire* questioning; ask the parties to provide potential witness identification; conduct general questioning of the Jury Panel; 18 Panel Members are usually called for individual questioning; 20 minutes per side.
2. **BENCH CONFERENCES:** Bench conferences are not required for ordinary objections or inquiries. If one is necessary, you may request a bench conference. If one is granted, come to the middle of the Judge's Bench, and wait for the Judge to ask you to begin (the Reporter will need to adjust position for the bench conference). During bench conferences, the lawyers are directed to adjust your comments so you are certain the Jury Members and the witness cannot hear you. If that is not possible, the lawyer should ask that the Jury Members and witness be excused by the Judge for the duration of the bench conference.
3. **AUDIO/VIDEO EXHIBITS:** All such exhibits should be marked prior to trial and presented to the Court Reporter before the beginning of the trial.

If there is an exhibit that contains an audio recording with dialogue, there shall also be presented a separate exhibit that is an accurate transcript of the dialogue portion of the audio recording. When playing a recording, please play the entire exhibit from beginning to end without interruption, prior to stopping the exhibit and asking a witness questions regarding specific portions of the exhibit. If you need to deviate from this process, please discuss that request on the record prior to deviating. When using electronic systems to present evidence, verify prior to the day of the trial that the exhibit being used is compatible with the courtroom system. The Circuit Clerk can give you courtroom access. Note the following:

- The audio/video system is a single large screen display. You can connect your laptop by HDMI cable which is extendable from the middle of the Judge's bench. Counsel should verify your media is compatible with the system prior to the day of trial.
- There is a Wolf-Vision exhibit/document projector available which connects by HDMI. It is easily portable. If you want to use it, you must provide notice prior to the trial so it can be transported.

4. **IDENTIFYING NEXT WITNESS BEING CALLED:** At the time a party will call a witness to testify, the Judge will inquire "Who is your next witness?"

The lawyer should then announce the name of the next witness to be called to the witness stand, and the Court will instruct the Bailiff to bring the witness to the witness stand to be administered the oath, and testify. In this fashion, the Reporter, Jury, Judge, and other parties are better prepared for the beginning of the testimony of the next witness, and a better record of the proceedings is made.

5. **EXHIBIT LABELS:** Do not place Exhibit Labels on the bottom middle of the exhibit; the Supreme Court requires the record to have a page number in that area. Exhibit Labels should be on the bottom right corner. If that is not feasible for a particular exhibit, please ask the Court Reporter to designate where the label should be placed.

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