

**8:30 AM JURY TRIAL CONFERENCE WITH LAWYERS  
POPE 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; lawyers should watch the light below the Jury Box which indicates the time for questioning has concluded.
  
2. **MICROPHONE USAGE:** The lawyers should turn on desk microphones; always be at the podium when speaking away from counsel table; if your comments are not amplified, they may not be in the audio recording; if your back is to the Reporter, she cannot hear you well. Example: potential witness identification to the Jury Panel; and general *voir dire* questions of the Jury Panel – please do those from the podium. The podium is movable, and can be turned to face the Panel.
  
3. **BENCH CONFERENCES:** Bench conferences are not required for ordinary objections or inquiries; if necessary, you may request a bench conference; if granted, come to the side of the Judge’s Bench that is to your far right,

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.

4. **AUDIO/VIDEO EXHIBITS:** All such exhibits should be marked prior to trial and presented to the Court Reporter prior to 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 TCA can give you courtroom access. Note the following:

- There are HDMI inputs at each counsel table. The Judge must make

an adjustment to allow your input to be active.

- There are desk monitors at each counsel table.
- There is an available Wolf-Vision exhibit/document projector in the courtroom which connects by HDMI. It is easily portable.

5. **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.
6. **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.