



## **TIPS FOR THE SELF-REPRESENTED In Court In-Person**

- If at all possible, consult with an attorney.
- You are required to follow the rules of court found in the Connecticut Practice Book at [www.jud.ct.gov/pb.htm](http://www.jud.ct.gov/pb.htm).
- Be patient. It requires time and effort to move forward with your case.
- Representing yourself involves costs. Budget for filing fees, marshal costs, parking and more. Fee waivers are available subject to court approval.
- Make and keep copies of all documents submitted to the court.
- Judges are not allowed to speak to you about your case. A judge will listen to your comments on a case only at a scheduled proceeding.
- It is your responsibility to check the status of your case regularly. The court will not do this for you. You can find the details of your case at [www.jud.ct.gov/jud2.htm](http://www.jud.ct.gov/jud2.htm).
- Courtesy goes a long way. The Judicial staff will do all they can to assist you in the process.
- Arrive at the courthouse at least 15 minutes before your scheduled in-person proceeding. You will need time to enter through the metal detector.
- Plan on being at the court for an extended period of time. The number and length of other proceedings will affect how long you will be at court.
- When entering a courtroom, turn off any cell phones; no food, drink or gum is allowed; take off your hat (unless you wear it for religious reasons).
- When in a courtroom, remain quiet; stand when the judge enters, leaves or speaks to you; address the judge as "Judge" or "Your Honor"; answer all questions clearly so they can be recorded in the court record; do not interrupt others when it is their turn to speak.
- Court is a formal setting; your dress should be respectful.
- Try not to bring children to court unless they are needed for the proceeding. The day can be long for them and, if they are noisy, they can disrupt the proceedings.