

**TRIAL PROCEDURES WHEN APPEARING BEFORE**  
**THE HONORABLE GARY S. GLAZER**

**INITIAL CONFERENCE**

Counsel shall meet with the court prior to jury selection to discuss voir dire, motions in limine, timing of witnesses and any other trouble spots. Counsel shall exchange proposed voir dire questions at this time, and shall obtain rulings on any disputed issues. If you have reason to anticipate that a difficult question of law or evidence will arise during trial, counsel should alert his or her opponent and the court should be supplied with a memorandum of law on the issues prior to commencement of trial, or as soon thereafter as possible.

**VOIR DIRE**

Voir dire in civil cases will be conducted by counsel. For most cases counsel should not spend more than one and one-half hours on voir dire, including the striking procedure.

The court staff is familiar with the court's rulings on such matters as challenges for cause, hardships, etc., and counsel should be guided by their suggestions. However, the court will be available if there are any **serious** questions.

Upon the Jury Panel's arrival, Juror Questionnaires will be collected and distributed to counsel.

Peremptory challenges shall be permitted in accordance with Pa.R.C.P. No. 221.

**TRIAL PROCEDURES**

Court opens at 9:15a.m. Monday through Friday. Counsel should be prepared to start their case at this time. If counsel is late, the trial may commence without counsel being present. There is a lunch recess from 12:30p.m. to 1:45p.m.

Court remains open until 4:00p.m. Counsel will be expected to present testimony until this time, even if a witness' testimony may be bifurcated. Court will not be recessed early due to unavailability of witnesses.

The court is aware that unanticipated matters, such as child care issues, etc., may come up from time to time. Should such a situation develop, please advise the court at the earliest possible time.

Exhibits should be reviewed and pre-marked by counsel prior to the opening of court. Numbers will be used unless a particular item is part of a larger group at which time it will be given a letter, i.e., (3A, B, C.D).

Counsel may not approach a witness unless permission is requested of the Court. All exhibits should be handed to the court crier.

There may be no factual argument on objections in front of the jury. If a basis for the objection is requested by the Court, the Judge is asking for a legal basis only. Argument, if needed, should be requested at sidebar. Once a ruling is made on an objection, no further argument is needed.

If you wish any witness to testify from a location in the courtroom other than the witness stand, ask the Court's permission.

All requests for jury instructions must be submitted to the court in accordance with the pretrial order.

**All cell phones and other electronic devices must be turned off while in the courtroom, whether or not court is in session. Anyone wishing to use a cell phone must exit the courtroom.**

Counsel will dress in an appropriate professional manner. The trial shall at all times be conducted in a dignified and formal manner. Counsel shall not raise their voice any higher than is necessary to be clearly heard by the court, witnesses, and the jury. Always address the court and not one another. Colloquy between counsel is permitted only to expedite the trial and should be avoided in the presence of the Judge and jury. **All remarks should be addressed to the court and counsel will rise when addressing the court on any matter.** Counsel should never act or speak disrespectfully to the court or opposing counsel in any manner. Counsel's demeanor should be one of courtesy and professionalism. Counsel shall not exhibit familiarity with the parties, witnesses, jurors, or opposing counsel. **The use of first names should be avoided.**

The court reporter is responsible to the court. Counsel should not issue instructions to or make requirements of the reporter. Counsel should direct their requests to the court and, if appropriate, the court will issue instructions to the reporter.

During jury deliberations, counsel shall let the tipstaff know where they are, and shall be available, with their clients, to return to court on five minutes notice.

From the time the jury is selected until it is discharged, counsel shall avoid all forms of contact with the individual jurors, and shall advise their parties and witnesses to do the same.

Sidebar conferences are discouraged.