

COURTHOUSE RULES

- Cell phone use is strictly prohibited in the courtrooms. Cell phone camera and video is strictly prohibited in the courthouse.
- Inclement weather – In the event of adverse weather conditions and/or other unusual conditions, information will be posted on this website and by media outlets throughout the state, including radio and television.
- Proper dress is required. No shorts, tank tops, or hats are allowed in any courtroom.
- Children are allowed in the courtrooms as long as they are not disruptive during the proceedings. There is no daycare service at any of the courthouses.
- There is no food or beverages allowed in the building. Please see the Capitol Police if there are exceptions.

Building Entrance Protocol – General Public

NOTE: INDIVIDUALS WHO REFUSE TO SUBMIT TO SECURITY SCREENING SHALL NOT BE ALLOWED TO ENTER THE COURTHOUSE.

All visitors entering the courthouse shall be processed through the metal detectors as follows:

- Place any bags or personal belongings on the x-ray belt or in the container provided for scanning, including purses, watches, jewelry, backpacks, and pocket contents.
- Place overcoats or jackets on the belt of the x-ray machine.
- Walk through the metal detector.

If the metal detector sets off an alert or alarm, an officer may perform another scan using a hand-held wand. The officer may also conduct a physical search of personal articles to determine the cause of the alert or alarm.

Before leaving the security checkpoint, please ensure that you retrieve all personal possessions.

Capitol Police **will not** hold any personal property that is not permitted in the court facility including, but not limited to, electronic recorders, cameras, weapons, knitting needles, or any other item not permitted in this courthouse.

PROHIBITED ITEMS:

- **No weapons of any type**
- **No cutting instruments of any type, including knives, scissors, or anything with a cutting edge**
- **No sharp objects, including knitting needles**
- **No tools of any type**
- **No aerosol sprays or containers, including mace, pepper spray, hairspray, etc.**
- **No photographic or audio-visual equipment of any type, including cameras, video, or audio recorders or players**

Methods of payment (District Court)

- The court does not take personal checks for payments of fines, fees, or copies of CD's.
- The court will accept money order, bank checks, credit/debit cards, and cash.