



TIPS ON COURTROOM BEHAVIOR

- ◆ Be on time. No food, drink or gum is allowed in the courtroom.
- ◆ Turn off cell phones, pagers, etc.
- ◆ Refrain from bringing children unless they are also subpoenaed.
- ◆ Check in with the bailiff and wait as instructed.
- ◆ Tell the truth. If you don't understand the question or can't remember, let the attorney know.
- ◆ When testifying, only answer the question asked. Refrain from adding additional information unless asked to do so.
- ◆ If an attorney objects during your testimony, wait for the judge's ruling before answering.
- ◆ Address the attorney asking the question. Do not address the defendant.
- ◆ Be respectful and courteous with the attorneys and the judge. Do not interrupt.
- ◆ Dress appropriately.

**YOUR ROLE AS
A WITNESS IN A
JURY TRIAL**



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BEFORE THE TRIAL STARTS

The day of a jury trial, witnesses are required to appear at 8:30am. Please check in with the bailiff as you enter the court. Witnesses are asked to wait in the area outside the actual courtrooms.



The defendant and his or her attorney will be present, as well as the prosecutors. These parties will go before the judge at 8:30am. There may be some issues that the attorneys need to address with the judge before the trial begins.

It is possible that the trial could be re-set, although the City does not support continuances on the day of trial. The judge decides whether a continuance is granted. If the case is re-set, witnesses will be required to appear for the new jury trial date. If the defendant does not appear, or appears late, the trial will not be held.

If the defendant appears, he or she may plead guilty at this time. If the defendant pleads guilty, the trial is not necessary and witnesses will be released.

THE TRIAL

Once the trial is confirmed, jury selection will begin. This process takes approximately one hour. After the jury is selected the attorneys make their opening statement to the jury. After opening statements, the City calls their witnesses. Witnesses may include civilians, law enforcement officers, experts, and any other person the City has subpoenaed to appear. The order of witness testimony is determined by the prosecutor and will vary depending on the case. All testimony is subject to cross-examination. This means the defense attorney will be allowed to ask questions about testimony provided. The prosecutor may choose to ask additional follow-up questions. After the City's witnesses have testified, the City will rest its case.



The prosecutor may release witnesses after they have finished with their testimony. Witnesses may also be subject to recall. Therefore, all witnesses need to check with the prosecution before leaving.

After the City rests, the defense may call witnesses. The City will be allowed to cross-examine defense witnesses.

WHEN THE TRIAL IS OVER

At the conclusion of all testimony, the jury will be instructed on how the law applies to the charges. After the jury has been instructed, the City and the defense make closing arguments. After closing arguments, the jury will be sent to deliberate on a verdict. Witnesses are not required to remain after both sides have rested their case.

If the defendant is found guilty, sentencing may take place immediately, or a hearing may be scheduled to address sentencing. Victims can submit a Victim Impact Statement or address the court prior to sentencing.

