

## **3-05/020.00 - Assisting the Court**

Each judicial day the bailiff, whenever possible, shall review the court calendar with the clerk to ascertain if there is any specific or unusual case that may require special handling for that day. If there is to be special handling of a case the bailiff shall attempt to inform the judge and inquire of any special requirements the judge may have for that case.

Bailiffs may assist the court in the handling of documents and court files that must be passed to or from the bench. No one may approach the front side (the well) of the bench without the permission of the judge; therefore anything that is to be passed to the bench must be handled by the bailiff or the clerk.

Bailiffs may assist the court in handling the signing of papers as long as it does not diminish the bailiff's primary duty of security for the court.

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