3-07/030.30 - Instruction to Jurors on Courtroom Procedures

At the first opportunity, the bailiff shall instruct the jury on the rules and procedures of that court:

- The bailiff shall instruct the jury when to enter the courtroom upon reporting, at recesses and upon adjourning.
- The bailiff shall instruct the jury how to use the buzzer system when all are present, and if the bailiff is needed.
- The courtroom telephone number should be made available to the jury for notifying the court if for any reason they will be reporting late or unable to report at all.