

**United States District Court  
District of Kansas**

**Guidelines for Counsel Appearing in  
Judge Carlos Murguia's Courtroom**

1. Be timely for each court session. Trial engagements take precedence over any other business.
2. Stand when you address the court, question witnesses or prospective jurors, and when making objections.
3. The initial voir dire examination of prospective jurors will be conducted by the court. The court does permit brief supplemental examination by counsel. Prospective jurors will not be examined concerning matters of law, jury instructions, or opinions based on hypothetical facts.
4. When questioning witnesses or addressing the court or jury, stand within the vicinity of the lectern. Do not pace about the courtroom. The lectern may be moved when addressing the jury during opening and closing statements. Be mindful of the microphone cords attached to the lectern.
5. At all times stand a respectful distance (at least arms length) from the jury. Exhibits may be passed to the jury only with leave of court and must be passed by the court's bailiff or law clerk.
6. Do not greet or introduce yourself to the witnesses.
7. When questioning witnesses or parties, do not comment upon the testimony given.
8. When questioning witnesses, including parties, do not address them on a first-name basis, always use surnames.
9. You must ask for leave to approach a witness.
10. If you intend to question a witness about a group of documents, avoid delay by having all of the documents with you when you start the examination.
11. Counsel are responsible for maintaining the official exhibit list. Counsel shall mark the official exhibit list (maintained on the front table in the courtroom) during breaks or at the conclusion of each trial day. The court will also keep a record of exhibits. When an exhibit has been admitted, the original copy shall be placed on the front table in the courtroom. The original exhibits shall not be moved by counsel. At the end of each trial day, counsel must review admitted exhibits with the courtroom deputy or law clerk.

12. When you object in the presence of the jury, make your objection short and to the point. Do not argue with the ruling of the court in the presence of the jury.
13. Do not make motions in the presence of the jury. The court will hear motions (e.g., directed verdict motion, motion for a mistrial) outside the presence of the jury. If counsel believes it necessary to make a motion to the court during the proceedings, they may request a sidebar to do so.
14. In opening statements to the jury, do not argue the case and do not discuss the law. Confine yourself to a concise narrative of the important facts that will be shown by the evidence.
15. In final argument, you may not express your personal opinions or beliefs concerning the evidence or witnesses.

Your compliance with these guidelines is appreciated.