

**ST. LOUIS END VIOLENCE AGAINST WOMEN NETWORK- COURT WATCH PROJECT**  
**ST. LOUIS CITY/COUNTY CIVIL COURTS**

**COURTROOM PROTOCOL**

Monitor #: \_\_\_\_\_ Court Division #: \_\_\_\_\_ Date: \_\_\_\_\_ Judge: \_\_\_\_\_

**Only one of these forms needs to be completed per day for the Division you monitor.**

COURTROOM PROTOCOL				
Task				
1. What time was the docket scheduled to start?				
2. What time was the docket called?				
	YES	No	N/A	UNK
3. Were parties separated to different sides of the courtroom as they entered? (either by bailiff instructing them, during check in, sign posted, etc?)				
4. Were all the names on the docket called before individual cases were brought to the bench?				
5. Did the judge explain the court process to the parties, either verbally or through a handout, before the hearing?				
6. Did you see advocates speaking to Petitioners prior to court starting or their cases being heard?				
7. Were advocates accessible throughout the court proceedings?				
8. Were No service/No return cases either handled first (county) or handled on the side by the clerks/advocates (city)?				
9. Did it appear that cases with one party were called up to the bench before cases with two parties?				
10. Did the judge call the Respondent's name before proceeding as a default?				
11. Was there a bailiff in the courtroom at all times?				
12. How closely was the bailiff monitoring the courtroom? (see scale below, note any specific behaviors to support) Circle one	1	2	3	4
1) – not at all    2) – somewhat    3) – mostly    4)– very				

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