

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

COURTROOM PROTOCOL (REV. 2019)

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 did Judge take the bench?				
	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 any parts of the court process to the parties before the hearing, or what to expect?				
6. Did you see advocates approach or speak 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 (city)?				
9. Did it appear that cases with one party (defaults) were called up to the bench before cases with two parties (full hearings)?				
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				

Total # of default hearings monitored: _____ Total # of Full Hearings monitored: _____