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GOING TO COURT
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HOW SHOULD YOU DRESS?

Dress like you are going to an important business meeting or job interview. Many courts have dress codes and you will not be allowed to enter a courtroom or stay in a courtroom if your dress is considered offensive or if it violates the court’s dress codes. To be on the safe side, you should avoid wearing:

- ◆ flip flops/sandals
- ◆ hats
- ◆ tank tops/halter tops
- ◆ shirts with words on them, especially alcohol related shirts

BEHAVIOR WHILE ATTENDING COURT

- ◆ Leave your cell phone in the car. You are not allowed to take it past security.
- ◆ Everyone entering the courthouse must pass through security.
- ◆ Do not chew gum.
- ◆ Do not talk loudly, laugh or make noise in the court room or hallway while waiting for your case to be called.
- ◆ Don’t talk in court unless it is your turn. Generally the judge will tell you when it is your turn to speak.
- ◆ Be as prepared as possible.
- ◆ **MOST IMPORTANTLY - ALWAYS BE POLITE AND SHOW THE JUDGE, THE OTHER SIDE AND ALL COURTHOUSE PERSONNEL RESPECT.**

ARRIVE EARLY

Always arrive early to court...at least 20-30 minutes. Parking can be difficult on busy court days so plan that in to your timing. You will also need time to get to the proper court room. If you have court at 9:00 a.m., plan on being at the courthouse by 8:30 a.m.

COURT LOCATION & TIPS

The courthouse in Coles County is located at 651 Jackson Avenue in Charleston. The only entrance open is on the South side of the building (Jackson Avenue entrance). Parking on the square and the block off the square is limited to two hours. If your court hearing will be longer, plan on parking further off the square as tickets are issued to cars parked over the limit. If you need to file paperwork or pay a fine you generally go to the Circuit Clerk’s Office. For traffic matters only, the Circuit Clerk’s office is on the second floor. For all other matters, the Circuit Clerk’s office is on the first floor. Most of the courtrooms in Coles County are located on the second floor. If you cannot find which courtroom you need, ask a bailiff or look on the wall across from the elevator on the second floor where the daily docket is posted.

The information contained herein is not intended as a substitute for legal advice. Students who are confronted with legal problems or who need specific advice are encouraged to seek assistance from a licensed attorney.

**Eastern Illinois University
 Student Legal Service
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 600 Lincoln Avenue
 Charleston, IL 61920
 217-581-6054
<http://castle.eiu.edu/~sls/>**