

JODY P HETTICH

Justice of the Peace, Pct 4

Wood County, TX



**Courtroom Reminders:**

- 1) Check in with Clerk at JP4 window approximately 15 minutes prior to docketed time.
- 2) Wait in lobby until Constable opens courtroom.
- 3) No guns are allowed in the subcourthouse by non-sworn personnel.  
All parties in courtroom are subject to search by law enforcement.
- 4) Proper dress is required. All involved parties should dress as follows.  
Failure to meet these standards will result in case being re-set or in some instances, contempt of court:
  - Shoes are required
  - No sleeveless shirts
  - No shorts
  - No exposed midriffs
  - No clothing with offensive words or pictures
  - No pajamas
  - No hats
- 5) Silence all cell phones before entering courtroom
- 6) No food, drink, gum, or tobacco products, including vapes or e-cigarettes, allowed in the courtroom
- 7) Have list of witnesses and verify witnesses are present. Identify witnesses when Judge asks who will testify.
- 8) Evidence must be labeled and numbered.
- 9) No cell phones will be entered as evidence. If you have pertinent information on a cell phone, you must print two copies of the information to present it to the judge and opposing parties. Video evidence must be placed on flash drives in a standard format to provide to the court and opposing parties.
- 10) Follow any directives given by the Judge or Constable.