

Code Enforcement Board Policy - Hearing Decorum

1. Sign In Upon Arrival- This will ensure that your case is called timely.

2. ATTORNEYS: **If you have come with an attorney or if you are an attorney representing someone, please let a member of the board know and we will hear your case as soon as possible.**

3. Turn off all cell phones or other equipment that may disrupt hearings or interfere with the audio/visual equipment in the courtroom.
4. Be considerate and polite at all times.
5. Please be seated until your case is called. Remain seated at all times unless you need to leave the hearing room, at which point you should inform the Code Board secretary, who is calling the cases.
6. Hearings are held until all cases have been called and can last until late morning or afternoon, whichever is applicable.
7. If we are still conducting hearings at 3:00 P.M., we may break for approximately 10 minutes to allow you to move your vehicle if you are parked in a bus lane to prevent it from being towed.