

Inclusivity Guidelines

Courtroom I

1. Everyone is equal before the Court

This is an inclusive Court. Everyone is equal in the eyes of the law and has the right to have the law applied without prejudice or presumption.

2. Utilize titles based on role in the Courtroom

The Court uses titles and honorifics based on roles in the courtroom and does not, in the first instance, use titles or honorifics that reflect gender, marital, or other status.

Examples:

- Counselor Garcia or Attorney Garcia, *but not* Ms. Garcia
- Juror Kassahun, *but not* Mr. Kassahun
- Members of the Jury or Jurors, *but not* Ladies and Gentlemen of the Jury
- Witness Smith, *but not* Ms. Smith
- Petitioner Wang, *but not* Mr. Wang

3. Honor stated preferences

Respect for each person starts with recognizing how each person knows themselves. Honor stated preferences for names, including pronunciations and pronouns. Use best efforts to pronounce all names as they are presented. If you are unsure about pronunciation, ask for clarification and endeavor to properly pronounce everyone's name.

4. Any party may request a court interpreter, no party may cancel an interpreter

Any party may request a court interpreter for a non-English speaker. No party may cancel a request for an interpreter without leave of Court. Please note: requests for interpreters for certain languages, including American Sign Language, should be made as early as possible. It may take several weeks to obtain an interpreter for certain languages.

5. Be civil

Civility is required both inside and outside of the courtroom. Counsel and parties will treat each other, witnesses, jurors, and the court staff with courtesy and respect.

6. Rules inform these Guidelines

Counsel must avoid engaging in conduct that exhibits or is intended to appeal to or engender bias against a person on account of that person's race, gender (including identity or expression), religion, national origin, disability, age, sexual orientation, or socioeconomic status. This applies to conduct directed to all persons involved in the legal process. *See, e.g.*, Colorado Rules of Professional Conduct 8.4(g).