



ADMINISTRATIVE GUIDELINES FOR SELF-REPRESENTED LITIGANTS

1. Any requests to the Court must be in writing and filed with the Chancery Clerk's Court Department. This includes motions for a continuance. Emails to the Court Administrator will not suffice in lieu of a written motion.
2. Hearing dates must be obtained from the Court Administrator once a motion is filed. The Court Administrator may only provide you with a hearing date. She cannot answer questions about your case or tell you what to file.
3. When your case is set for hearing, you must arrive prepared to present your case. This is your opportunity to present evidence.
4. Evidence consists of testimony and relevant documentation. If you have witnesses, you must bring them. The Court does not call witnesses on your behalf.
5. Any evidence you have must be in the proper format. This means any images, messages (screen shots), or emails from a phone or computer must be printed. If you have a video or audio recording, it must be on a flash drive. If there is some reason you still require your phone for evidence, you will need to alert the Bailiff prior to court.
6. You must have three (3) copies of all printed evidence: one copy for the opposing party; one copy for the Court Reporter; and one copy for the Judge.
7. Be prepared to give a copy to the opposing party and the Court Reporter prior to the start of court. This means you should arrive with your copies organized and assembled.
8. During the hearing, the Judge will decide what evidence is admissible or non-admissible under the Mississippi Rules of Evidence. Please consult these rules for further information.

9. These guidelines are administrative only and do not serve as legal advice. THE COURT AND ITS STAFF ARE PROHIBITED FROM GIVING ANY PARTY LEGAL ADVICE. This means we cannot explain procedures or tell you how to present your case. **If you do not understand something, you are strongly advised to seek legal counsel.** The Court cannot appoint you an attorney.
10. This Court follows the Mississippi Rules of Court, to specifically include the Mississippi Rules of Civil Procedure, Mississippi Rules of Evidence, Uniform Chancery Court Rules, and Local Rules for the Eighth Chancery Court District.
11. Helpful resources are available at no cost online from The Mississippi Bar at www.msbar.org and the Mississippi Access to Justice Commission at www.msatjc.org.