1. **OPENING AND CLOSING HEARINGS**

At the appointed time, the presiding clerk of the court checks the courtroom to ensure that the parties and/or lawyers are in their places and ready to proceed. The clerk then advises the presiding judge, and after having done so, enters the courtroom immediately ahead of the judge and says – “ORDER - ALL RISE IF ABLE TO DO SO”.

The judge and the clerk then take their respective places. While everyone is standing the clerk will formally announce the opening of court**.**

1. Opening

To open the court, the clerk announces one of the following statements, as applicable:

“His Majesty's Supreme Court for the Province of Prince Edward Island

1. for the trial of civil cases with/without jury;
2. for the trial of criminal cases with/without jury;
3. for the hearing of summary conviction appeals;
4. for the trial of small claims cases; or
5. for the hearing of motions and applications;

is now open and all persons having anything to do thereat may attend and they shall be heard. GOD SAVE THE KING. (Chief) Justice \_\_\_\_\_\_\_\_\_\_\_\_\_ presiding.”

1. After the Opening by the Clerk

After the opening by the clerk, the following procedure will be followed:

1. The judge bows to lawyers and lawyers bow;
2. The clerk states, “Please be seated” and everyone then sits;
3. The clerk calls the matter to be heard and announces the lawyers, if applicable, and the parties; and
4. The presiding judge then commences the proceeding.
5. Recess

When the court takes a recess, the clerk announces, “THE COURT IS NOW IN RECESS”. The judge then retires, and everyone remains seated. When the judge re-enters the courtroom, everyone remains seated except the clerk, who shall rise and call “ORDER” as the judge enters. After the judge resumes sitting, the clerk announces “THIS COURT IS NOW IN SESSION”.

1. Adjournment
   1. At the conclusion of the matter, and at the end of the day, the clerk announces, “ALL RISE IF ABLE TO DO SO”.
   2. If the matter has concluded, the clerk announces, “HIS MAJESTY’S SUPREME COURT NOW STANDS ADJOURNED”.
   3. If the matter is to be continued on another day, the clerk announces, “THIS CASE NOW STANDS ADJOURNED UNTIL (give the date and time)”.
   4. The judge then bows, lawyers bow and the judge retires. Everyone remains in their place until the judge has left the courtroom, unless the judge specifically directs otherwise**.**