

Practice Scoresheet Completion Directions for Coaches

The SC Bar is providing **Practice Scoresheets** and a clipboard to each lead teacher in their red registration bag. One set is completed per round per team. The purpose of teams completing the Practice Scoresheets is to allow scoring judges to focus more on students and less on paperwork. Once completed the Scoring judges has both teams listed in the exact order of performance. In each round, a designated person from each team will complete a Practice Scoresheet with a representative from the opposing side immediately upon entering the courtroom. **This person can be a teacher coach or attorney coach with a good handwriting.**

It is a good idea to practice this procedure prior to the competition with two people role playing Plaintiff/Prosecution and Defense. This will expedite the process on competition day.

IMPORTANT NOTES:

- Must have a copy of your **team's completed roster** submitted at registration.
- Use a pen and **press down hard when completing the carbonized form.**
- **Practice Scoresheet is carbonized in triplicate.**
- Know the side (**P or D**) your team is performing for the round being performed.
- **Plaintiff/Prosecution** completes **SHADED** areas in first three columns.
- **Defense** completes **WHITE** areas in first three columns.
- You will have extra sets in your bag if you must start over.

DIRECTIONS

1. **Representative from each team takes a Practice Scoresheet to complete as follows:**
 - A. Team Code - **P** or **D**
 - B. **Plaintiff/Prosecution**—Completes **shaded spaces** in the three columns to the left **ONLY**.
 - C. **Defense** – Completes **white spaces** in the three columns to the left **ONLY**.
 - D. Transfer the names from your roster for the side your team is performing in your team's Case in Chief; the side your team is performing in that round.
 - a. List the opening attorney and the witnesses in the order your teams is calling them in your Case in Chief.
 - b. Circle the character witnesses' name.
 - c. Go to the bottom of the Practice Scoresheet and add your closing attorney.
 - E. Once completed, **exchange sets** with the opposing team and **repeat** the same procedure on the form.
 - F. Continue to fill in your Cross Examining Attorney's names corresponding to **the witnesses circled** by the opposing team. **Be careful to write the attorney's name crossing that particular character witness. They may not be in the same order that you have them listed on your roster.**
 - G. In the third column, write in the gender of each of your students listed.
 - H. Exchange sets again to complete your crossing attorney's names on your original set.
2. **With both forms completed, the person completing the forms for the Plaintiff/Prosecution is responsible for double checking that the forms are complete.**
 - A. Compare both sets of Practice Scoresheets side by side to ensure that both sets match name for name.
 - B. Verify team codes are in the upper right hand corner.
 - C. Confirm writing went through each copy.
 - D. Separate the Practice Scoresheets.
 - E. Keep the **pink** "team copy" of the Practice Scoresheet and give the other team a **pink** "team copy".
 - F. Place one of the remaining Practice Scoresheets on the presiding judges' bench and three in the jury box for the scoring judges.