

# TIMEKEEPERS' HELPFUL INFORMATION

## Timekeeping Aids:

**Provided by SC Bar:** Time cards, timesheets, scratch paper, clipboard, and pencil.

**Provided by Teams:** Two (2) stopwatches (***SC Bar will have backups if one malfunctions.***)

## Before the Trial

- Enter the courtroom and sit where the timekeeping aids are located. A team may request to move timekeepers slightly, but they must always be seated together and can never sit behind the scoring judges.
- Complete the top portion of the timesheet with the date, your team code, the team codes competing in that round, timekeeper's name, timekeeper's signature, and circle round number being performed.
- Plaintiff/Prosecution timekeeper will be the official timekeeper of the two timekeepers. Timekeepers are responsible for fairly and accurately keeping and reporting the time during the trial presentation.

## During the Trial

- **Administering the Oath:** not timed
- **Opening Statements:**
  - Begins when the first word during that segment is spoken by the attorney.
  - Introduction of counsel or witnesses prior to opening statement is not included in time allotted.
  - If introductions take place after the opening statement has started, then it is included in the time allotted.
  - Plaintiff/Prosecution gives the opening statement first.
- **Direct/Cross Examinations:**
  - Begins when the first word during that segment is spoken by the attorney.
  - Time stops only for objections, responses to objections, and questioning from the presiding judge.
  - Time does not stop for introduction of exhibits or for attorneys to confer with co-counsel.
- **Closing Arguments:**
  - Begins when the first word during that segment is spoken by the attorney.
  - **The Plaintiff/Prosecution's closing attorney may ask the presiding judge for permission to use any time remaining from their closing argument to use as a rebuttal.**

## Important Rules

- Attorneys may ask the presiding judge permission to ask the timekeeper how much time is remaining.
- The presiding judge can stop the clock for any reason.
- Timekeepers simultaneously and silently display "Time Remaining" cards to the attorneys, witnesses, and presiding judge.
- Timekeepers cannot verbalize or use any hand gestures other than raising the time cards.
- Timekeepers may not communicate with any team members, coaches, or visitors during the recess.
- If an attorney secures a time extension from the presiding judge before time has expired, no penalty for a time overrun will be made against the team requesting the extension, so long as that team does not exceed the extension.
- A time extension, if granted, will be no longer than 30 seconds.
- At the end of each portion during the trial presentation (i.e. after both opening statements, at the end of each witness's examination (direct and cross), and at the end of the closing arguments), timekeepers will record and confer the total amount of time used by both sides. If there is more than a 15 second time discrepancy between the teams' timekeepers, the timekeepers must notify the presiding judge of the discrepancy at that moment.
- Time discrepancies are not ruled on at the end of the trial, unless it concerns a time discrepancy with the closing arguments.
- After a time discrepancy ruling, the timekeepers will synchronize their stopwatches accordingly and the trial will continue.

Example on Defense's Direct Examination:

	Defense's Case In Chief Direct Examinations (25 minutes per side)
#1	<b>7:56</b>
#2	<b>7:01</b>
#3	<b>8:30</b>
<b>Total Time</b>	<b>22:87 &gt;&gt;&gt;&gt;&gt;&gt;&gt; 23:27</b>

- 1) Add the minutes column first and get 22 minutes. Add the seconds column next and get 87 seconds.
- 2) Because 87 seconds exceeds 60 seconds, do the following:

$$\begin{array}{r}
 87 \text{ seconds} \\
 - 60 \text{ seconds} = 1 \text{ minute} \\
 \hline
 27 \text{ seconds remaining}
 \end{array}$$

Result = 1 minute and 27 seconds, So, 22 minutes + 1 minute and 27 seconds = 23:27

Timekeeping Discrepancies

- At the end of each phase of the trial (i.e., at the end of both openings, at the end of the Plaintiff/Prosecution's Case in Chief, at the end of Defense's Case In Chief, and at the end of both closing arguments), if there is a timing discrepancy of **15 seconds or more** between the Plaintiff/Prosecution and Defense teams' Timekeepers, the following rules will apply.
  - Less than 15 seconds time discrepancy between timekeepers WILL NOT be considered a timing discrepancy.
  - A 15 seconds or more time discrepancy between timekeepers needs to be reported to the presiding judge right then.
- Timekeepers may raise timing discrepancies ONLY at the end of each phase of the trial presentation as outlined above.
- The presiding judge will rule on any timing discrepancy before the trial continues.
- Timekeepers will then reset stop watches and begin timing the next phase.

After the Trial

- Give the timesheet to the presiding judge to show any time overages.
- Reset your stopwatch to zero.
- Leave all timekeeping aids provided by the SC Bar in the courtroom.

The decisions of the presiding judge regarding the resolution of timing disputes are FINAL.

No time disputes will be entertained after the trial concludes.