Presiding Judge Check List – 1st Round of Each Day

Reg. Coord. Name: _____ Cell #: (____)_____

Start Time: _____ End Time:_____

Middle School: No longer than 2 hours tops from entering & exiting courtroom
High School: No longer than 2:15 hours from entering & exiting courtroom

P [ ] v. D [ ]

Round: 1 2 3 4 5

At Assigned Courtroom with Judging Team:

- ❒ **Call Prosecution/Plaintiff's Bailiff into Hallway and Provide Card to Bailiff**
- ❒ **Bailiff Opens Court and Introduces Presiding Judge**
- ❒ **Confirm Team Codes**
- ❒ **Welcome Everyone** **If a judge recognizes anyone affiliated with the team, call a quick recess and meet with regional coordinator.

Quick General Housekeeping Items to Review Before Trial:

- ❒ **All Observers, Coaches and Students Wear Badges** (only 2 team codes in the courtroom)
- ❒ **Artists and Journalists and Their Visitors Sit in Jury Box** (hot pink badges – HS ONLY)
- ❒ **Limited Seating Available** If limited seats, observers with no students performing in the round are asked to step out.
- ❒ **Sharing of Gallery Seating** Guests sit on opposing side with permission of their teacher coach. No dominating space.
- ❒ **No Standing Permitted or Obstructing Aisles and Doorways**
- ❒ **Limit Courtroom Entrance/Exit Movement to Only During Transitions**
- ❒ **No Communication with Scoring or Presiding Judges at Competition**
- ❒ **No Communication Over the Bar** ** Only exception is with coaches at the end of the trial to discuss any possible disputes.
- ❒ **The court asks for proper courtroom decorum and should not see high fiving, laughter, snickering, etc.**
- ❒ **Do Teams Object to Photography and/or Videotaping?** ***skip if in Federal Courthouse*** It is possible someone enters after your ruling on this. If it was ruled NOT to film, you may at a break instruct guests of the ruling. **If a team objects to filming of any kind, no explanation is required.** If filming is permitted, it is done with no flash and from the seated position.
- ❒ **No Moving Furniture Especially Podiums** Teams are responsible for damages.
- ❒ **Timekeeper Placement** Identify timekeeper(s) in the jury box (off to the side or in front of judges to prevent seeing scores.)
- ❒ **Timekeepers Working Silently and Simultaneously (no waiving or voicing "STOP")** They display timecards provided with highest amount of time remaining.
- ❒ **Time Limits Should Not be Abused** Attorneys may ask for more time (not encouraged) & inquire about remaining time.
- ❒ **Time Discrepancy Verification Throughout Trial** Before the trial moves to the next segment, timekeepers check for time overages for that segment. Less than 15 seconds is not reported.
- ❒ **Cell Phones Off / Teachers' Are on Vibrate** ****skip if in Chas. or Fed. Courthouse ****
- ❒ **No Costuming– No Wigs, Uniforms or Fake Scars/Injuries** ***(Accents are NOT costuming.)***
- ❒ **Temperature – If Too Hot, Students May Take Off Their Jackets**
- ❒ **No Bench Conferences or Pre-Trial Issues**
- ❒ **Exhibits and Case--Provided by SC Bar** Bailiffs verify in neutral location, in order, & no team has possession of them.
- ❒ **Report Emergencies Immediately** Communication should be minimal with none across the bar.
- ❒ **Remind that A Code of Ethical Conduct Form Was Signed By All Participants** (Refers to conduct, sportsmanship, not harming courthouse, etc.) Any violation can bring harsh penalties up to and including immediate disbarment from the competition.
- ❒ **Practice Scoresheets – Cannot Proceed Without Them** (Presiding (1), Scoring Judges (3), Ea. Team (1)
- ❒ **Introductions - Scoring Judges Introduce Themselves Quickly**
- ❒ **Introductions – Both Teams Introduce Themselves to the Judges** Ask each team member to stand and SLOWLY provide their name and role in the round without identifying their school. Team members should introduce themselves in the order stated on the practice scoresheet.
- ❒ **Ask: "Are Both Teams Ready to Proceed?"**

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STARTING THE TRIAL:

- ❒ **Opening Statements – Plaintiff/Pros. First** (5 minutes per side) No objections allowed.
- ❒ **Ask: "Any Time Violations 15 Seconds or More?"** (If yes, handle the discrepancy then & clear stopwatches.)
- ❒ **Prosecution / Plaintiff Bailiff Swears in All Witnesses at Once**
- ❒ **Plaintiff / Prosecution's Case in Chief – (re-direct & re-cross are permitted)**
  (TIME LIMITS: Plaintiff / Prosecution (25 minutes for directs) and Defense (20 minutes for crosses)
  IMP. – If time runs out before 3rd witness is called, the team is made to call that witness with no more than (3) minutes added to the clock. *(Rule 4.5 – Award a 10 point team penalty at the bottom of the scoresheet and no individual penalties.)*
- ❒ **Ask: "Any Time Violations 15 Seconds or More?"** (If yes, handle the discrepancy then & stopwatches cleared.)
- ❒ **Defense's Case in Chief - – (re-direct & re-cross are permitted)**
  (TIME LIMITS: Defense (25 minutes for directs) and Plaintiff / Prosecution (20 minutes for crosses)
  IMP. – If time runs out before 3rd witness is called, the team is made to call that witness with no more than (3) minutes added to the clock. *(Rule 4.5 – Award a 10 point team penalty at the bottom of the scoresheet and no individual penalties.)*
- ❒ **Ask: "Any Time Violations 15 Seconds or More?"** (If yes, handle the discrepancy then & stopwatches cleared.)
- ❒ **Recess – Presiding stays in courtroom.** (Ask Timekeepers to time a 5 minute recess) **Students in front of bar stay in courtroom.** Gallery may leave. Everyone in courtroom must be quiet. Team in front of bar may converse with one another, but NOT across the bar. Scoring judges may hand the presiding judge written comments to share with teams after the trial during this time, but should not be talking.
- ❒ **Closing Arguments – Plaintiff/Pros. First** (5 minutes per side) No objections allowed. Allow for (P) rebuttal, only if asked.
- ❒ **Ask: "Any Time Violations 15 Seconds or More?"** (If yes, handle the discrepancy then & stopwatches cleared.)
- ❒ **Jury Charges Are NOT Read to the Students**

P	15 Seconds or More
Opening	
P/P Case	
D Case	
Closing	

D	15 Seconds or More
Opening	
P/P Case	
D Case	
Closing	

ENDING THE TRIAL:

- ❒ **Slow Re-Introductions of All Team Members**
  (in same order as listed on practice scoresheet)
- ❒ **Excuse Scoring Judges to Scoring Room to Complete Scoresheets**
- ❒ **Teams Check for Rules Violations by Meeting with Coaches** **NEW: Presidings have green Penalty forms to give teams. (Coaches may NOT complete form for students.)** Only time discrepancies handled after the trial should be on closings.
  (TIME LIMITS: Prepare w/ Coaches: 2 Minutes each, Responding Team has additional time to meet with Coaches: 2 Minutes)
- ❒ **Handle Any Dispute Raised by Either Team** Follow the dispute procedure on the back of the green Penalty form. The filing team does not meet with coaches after dispute is filed.) ONLY team members may argue violations – not coaches or spectators. Announce your decision on the rules violation. Bring the penalty form(s) to scoring judges to discuss and sign.
- ❒ **Most Effective Nominations by Teams**
  1) Announce: These nominations do not replace nominations made by judges & the teams' nominations will not be shared with scoring judges.
  2) Hand each team two certificates (Most Effective Witness and Attorney).
  3) Ask teams to refer to the practice scoresheet and nominate a recipient for each award from the opposing team.
  4) Teams announce the recipients in the courtroom followed by applause.
  5) Teams present the recipients with a blank certificate for the awarded recipient to fill in later.
- ❒ **Congratulate Both Teams / Applause** (1 minute Max.) Do not provide comments; just congratulate both teams to include student attorneys, witnesses, bailiffs, timekeepers, teacher coaches, attorney coaches, and parents.
- ❒ **Collect Timesheets** Ask the timekeepers for their timesheets and turn them in to the Coordinator.
- ❒ **Last Round of the Day -** Ask each team's bailiff to stand at the doors and collect all VISITOR badges before exiting.
- ❒ **Teams Exit into Hallways Quietly As Trials May Still be In Progress**
- ❒ **Return to Scoring Room With Your Materials**
  Gather together the two timesheets, the judge's folder, and penalty forms.
- ❒ **Discuss Dispute(s) with Scoring Judges --** If a penalty is required, scoring judges will refer to ranges noted on the penalty form. Presiding and ALL scoring judges MUST sign the penalty form(s) even if none were reported.
- ❒ **Collect Paperwork** Collect and give all 3 scoresheets, 3 practice scoresheets, 2 timesheets, signed Penalty Form, signed COMF penalty form, and most effective nomination ballot completed by the scoring judges to the coordinator before proceeding to the next round.
- ❒ **Ask Judging Team to Stay Until All Scores Are Confirmed by the Coordinator**

Turn in with Practice scoresheets