

TIMEKEEPERS' GUIDE TO SUCCESS

Timekeeping Aids

Provided by SC Bar: Training video, timesheets, scratch paper, clipboard, and pencil.

Provided by Teams: Timecards (set of 3), Two (2) stopwatches (*SC Bar will have backups if one malfunctions.*)

- Opening/Closing Timecards (5 minutes)
- Direct Examination Timecards (25 minutes)
- Cross-Examination Timecards (20 minutes)

Important Rules

- Student attorneys may ask the presiding judge permission to ask the timekeeper how much time has been used.
- The presiding judge can stop the timing for any reason.
- A time extension asked by the attorney near the end of time, if granted, is no longer than 30 seconds.
- If a student attorney secures a time extension from the presiding judge before time expires, no penalty for a time overrun is made against the team requesting the extension, as long as the time does not exceed the extension.
- Circle yes or no if a time extension was granted on your timesheet. If yes, flip timecards back by 30 seconds.
- Time overages are ruled on at the end of each trial phase. No time disputes are entertained after the trial.
- After a time overage ruling, the timekeepers clear their stopwatches and the trial continues.

Seating Placement

- Both timekeepers sit in the jury box together unless designated to sit somewhere else by the SC Bar.
- The assigned seating area will be where the timekeeping materials are located.
- A team may request to move timekeepers slightly, but they must always be seated together and can never sit in such a way to see the scoring judges' scoresheets.

Communication

- Simultaneously and silently display timecards to the attorneys, witnesses, and presiding judge.
- Do not verbalize, i.e. "STOP", wave the timecards, use hand gestures, or use any other means to get a student attorney's attention.
- Do not communicate with any team members, coaches, courtroom artists (HS), courtroom journalists (HS), or visitors during the recess.
- Timekeepers may communicate with their competing team members only during the dispute process or when directed by the presiding judge.

Conferring Times and Reporting Overages / Discrepancy Discussion

- At the end of each witness presentation, record the time used on the timesheet.
- At the end of each trial phase (i.e., after both opening statements, at the end of each Case-in-Chief (P) and (D), and at the end of the closing arguments), timekeepers record the total time and confer with one another on the amount of time used by both sides.
- If there is a large time discrepancy, a timekeeper may be forgetting to stop/start the stopwatch for objections.
- If there is more than a 15 second time overage between the two timekeepers, the timekeepers must notify the presiding judge of the time overage at that moment.
- The presiding judge rules on the time overage immediately.
- The decisions of the presiding judge are final.
- After the ruling, the timekeepers clear their stopwatches for the next trial phase to begin.

Timing

- Timing begins when the first word is spoken by the student attorney or at the direction of the presiding judge.
- Time stops when the last word is spoken by the student attorney.
- In a Case-in-Chief, there are three witnesses, and each witness will have a direct and cross-examination.
- There are two stopwatches and two sets of timecards used.
- One stopwatch records the direct while using the direct examination timecards. When the timing of the direct examination stops, the stopwatch also stops, and time is recorded.
- Pick up the second stopwatch and the cross-examination timecards. Time the cross and record time used.
- If there is a re-direct or re-cross, the timekeeper picks up the appropriate stopwatch and timecards.
- This process is repeated for the two remaining witnesses.
- Once the Case-in-Chief is finished with all three witnesses is when timekeepers will record total times and confer.
- Time only stops for objections, questioning from the presiding judge, or administering the oath. Time does not stop for the introduction of exhibits, retrieving exhibits, re-organizing exhibits, or for student attorneys to confer with co-counsel. Timing is not held off for retrieval of exhibits prior to starting.
- Stopwatches are cleared after each phase (opening, the Case-in-Chief for each side, and closing).

Displaying Timecards

- Timekeepers do not have to hold timecards up the entire time.

- Hold timecards up for a few seconds until the student attorney speaking and the presiding judge have seen the updated timecards and then lower the cards. Otherwise, the student attorney looking at the timecards may be misled that the timecard was just flipped and have more time than they actually do.

The Trial is About to Start

- Complete the top portion of the timesheet with your team code, the opposing team code, timekeeper's name, timekeeper's signature, circle the region competing in, and circle round number being performed.
- The Prosecution/Plaintiff is (P) and Defense is (D).
- The Prosecution/Plaintiff timekeeper is the official timekeeper of the two timekeepers unless the judges see that the (P) timekeeper is struggling to keep accurate time.
- The presiding judge and the scoring judges (jury) introduces themselves, which is not timed.
- Introduction of counsel and witnesses prior to opening statement is not timed.

During the Trial

- **Opening Statements:**
 - Stopwatch starts at zero and timecards start from the beginning.
 - Opening statements are limited to five minutes each.
 - (P) gives the opening statement first and then (D) presents their opening statement.
 - Start the stopwatch when the first word is spoken by the attorney or if directed by the presiding judge.
 - Stop the stopwatch with their last word spoken.
 - If introductions take place during the openings, then it is included in the time allotted for opening statements.
 - Record time used on stopwatches on the timesheet.
 - There is a 15 second time overage allowed for varying starts and stops when using the stopwatch.
 - Confer with the other timekeeper to check for any time discrepancies and/or overages.
 - The presiding judge will stop and ask both timekeepers if there are any time overages over 5:15.
 - The opening attorneys may request up to a 30 second time extension from the presiding judge. If permitted, flip the timecards back to 30 seconds.
- **Administering the Oath:** The swearing in of the witness is done by the (P)'s bailiff, which is not timed.
- **Direct and Cross-Examinations:**
 - Direct examinations are limited to 25 minutes.
 - Cross-examinations are limited to 20 minutes.
 - Both stopwatches start at zero and timecards start from the beginning.
 - Start the stopwatch when the first word is spoken by the attorney or if directed by the presiding judge.
 - Stop the stopwatch for objections, responses to objections, and questioning from the presiding judge.
 - Restart the stopwatch after the objections and any questioning or ruling(s) by the presiding judge.
 - Stopwatches are not stopped for introduction of exhibits or for attorneys to confer with co-counsel.
 - Stopwatches stop when the last word is spoken by the attorney, which is usually – “no further questions.”
 - Record time used on stopwatches onto the timesheet for each witness, i.e. direct, cross, re-direct, re-cross.
 - Quickly confer with the other timekeeper to check and make sure times are close. Otherwise, a timekeeper may be forgetting to stop and start back for objections.
 - There is a 15 second time overage allowed for varying starts and stops when using the stopwatch.
 - After the third witness, confer with the other timekeeper for any time discrepancies and/or overages.
 - The presiding judge will stop and ask both timekeepers if there are any time overages.
 - Time overages for direct examination exceeding 25:15 are reported.
 - Time overages for cross-examination exceeding 20:15 are reported.
 - The last directing and/or crossing attorney may request up to a 30 second time extension from the presiding judge. If permitted, flip the timecards back to 30 seconds.
- **Closing Arguments:**
 - Stopwatch starts at zero and timecards start from the beginning.
 - Closing arguments are limited to 5 minutes each.
 - Start the stopwatch when the first word is spoken by the student attorney.
 - The Prosecution/Plaintiff may reserve a portion of its closing time for a rebuttal. They need not request or state that they are reserving time for a rebuttal.
 - The closing attorneys may request up to a 30 second time extension from the presiding judge. If permitted, flip the time cards back to 30 seconds.
- **Additional Responsibilities Include Timing the Following:**
 - The recess up to five minutes,
 - The first team consultation time up to two minutes,
 - The second team consultation time up to two minutes,
 - The peer award discussion time up to two minutes, and
 - The presiding judges' critique up to one minute.

- **Finishing Up:** Turn your timesheet into the presiding judge.

