

Presiding Judge Check List – Remaining Round(s)



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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

D

v.

Round:

1 2 3

At Assigned Courtroom with Judging Team

Call Pros./Plain. Bailiff into Hallway, Give Bailiff Card

Bailiff Opens Court & Introduces Presiding Judge

Confirm Team Codes (**Documented on Round Entry Form**)

Welcome Everyone

Quick General Housekeeping Items to Review Before Trial:

- ☐ Team Rosters Distributed
- ☐ Objection to photos or videos?
- ☐ Ask: "Any new visitors since the morning round?"
- ☐ If yes – review quick list. If not - go to **STAR**.
 - Everyone Wears Badges (2 codes in room)
 - No Technology in Front of Bar
 - Limited Seating Available
 - Sharing of Gallery Seating
 - No Standing or blocking aisle/doors
 - Movement when Witness Leaves Stand, re-enter when the Witness is leaving the stand.
 - No Communication Over Bar
 - Proper Courtroom Decorum – no high fives, laughing.
 - Richland Lighting
 - Assign bailiff to keep motion sensor lighting activated.
 - Report Emergencies Immediately
 - Both teams – Be Civil /Good Sportsmanship

- ☐ Introductions - Scoring Judges QUICKLY
- ☐ Introductions – Both Teams – Witnesses in order they will be called.
- ☐ Ask: "Are Both Teams Ready to Proceed?"
- ☐ Trial now officially begins. "You may Proceed".

STARTING THE TRIAL:

- ☐ **Opening Statements – Prosecution First** (5 min. per side) Objections & Rebuttal allowed after opening.
- ☐ Ask: "Any Time Overages 16 Seconds or More?" listen, rule, clear stopwatches (**Documented on Round Entry Form**)
- ☐ Time discrepancies are when a timekeeper is significantly off from the other timekeeper. Possibly due to not stopping for objections or between witnesses.
- ☐ **Prosecution Bailiff Swears in All Witnesses at Once**
- ☐ **Prosecution Case in Chief – 3 Witnesses** – (re-direct & re-cross are permitted)
(TIME LIMITS: Prosecution/Plaintiff (25 minutes for directs) and Defense (20 minutes for crosses)
IMPORTANT – If time runs out on either side before 3rd witness can have a Direct or Cross Examination, 3 minutes (timed) will be added. The team that needed the extra time will be penalized 10 points per judge.
- ☐ Ask: "Any Time Overages 16 Seconds or More?" listen, rule, clear stopwatches (**Documented on Round Entry Form**)
- ☐ **Recess – 5 Minutes - Judges & Students in Front of Bar ONLY – Behind Bar Stays**
- ☐ Bailiffs monitor for no communication.
- ☐ **Defense's Case in Chief – 3 Witnesses** – (re-direct & re-cross are permitted)
(TIME LIMITS: Defense (25 minutes for directs) and Prosecution (20 minutes for crosses)
IMPORTANT – If time runs out on either side before 3rd witness has a Direct or Cross Examination, 3 timed minutes will be added. The team that needed the extra time will be penalized 10 points per scoring judge.
- ☐ Ask: "Any Time Overages 16 Seconds or More?" listen, rule, clear stopwatches (**Documented on Round Entry Form**)
- ☐ **Recess – Up to 2 minutes – Everyone stays in courtroom.** (Ask Timekeepers to time a 2 minute recess and Ask (P) Bailiff to collect exhibits and put in order for closing arguments) The team in front of bar may speak with one another – NOT across the bar. Remind bailiffs, timekeepers, and courtroom artists/journalists may not talk during recess. Scoring judges shouldn't talk during the recess to avoid the appearance of talking about teams/scores.
- ☐ **Closing Arguments – Pros./Plain. 1st** (5 min. per side) Objections allowed after closing. Rebuttal allowed if time remains.
Ask: "Any Time Overages 16 Seconds or More?" listen, rule, clear stopwatches (**Documented on Round Entry Form**)

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AFTER CLOSING ARGUMENTS:

- ☐ One Scoring Judge Retrieves Green Dispute Form from judging packet.
- ☐ **2 Minute Recess** - Judges meet among themselves and teams meet with coaches to discuss rules violations.
- ☐ Collect the Completed Dispute Form from the Scoring Judges
- ☐ **Excuse the Scoring Judges – They cannot hear the team disputes.**
- ☐ Each Team Verbalizes Rules Violations/Disputes, if applicable.
Documented on Dispute Form Documented on Round Entry Form.
If any are meritorious, the identified violating team meets with their coaches and a student prepares a verbal response. The other team sits in silence if no rules violations were raised against them. **TIME LIMITS:** 2 Minutes
- ☐ **Listen to Responses to Rules Violations/Disputes (Documented on Round Entry Form)**
ONLY team members may argue violations – not coaches or visitors. Rulings are announced right then and are FINAL.
If applicable **Documented on Dispute Form**
- ☐ **Review Judges' Dispute Form** – if meritorious & not mentioned by teams, announce with no responses.
Documented on Round Entry Form
- ☐ **2 Minute Recess**
- ☐ **Most Effective Nominations by Teams (with Coaches) (2 minutes)**
 - 1) Announce: These nominations do not replace nominations made by judges & the teams' nominations will not be shared with scoring judges.
 - 2) Announce: Teams should refer to the Team Roster and nominate a recipient for each award from the opposing team.
 - 3) Teams announce the recipients in the courtroom followed by applause. (SC Bar mails certificates to school.)
 - 4) Document the recipients **Documented on Round Entry Form**

Collect Timesheets – If overages, **(Document on Round Entry Form).**

Round Entry Form, if overages 2 - Timesheets, Green Rules Penalty Form,

- ☐ **After 3rd Round**
- ☐ **Badge Collection** – Team bailiffs collect all team/visitor badges before leaving and gives to teacher.
- ☐ **Collect Red Registration Bags from Team Coaches**
- ☐ **Remind Teachers to submit Prof. /Civility Nominations**
- ☐ **Congratulate Both Teams / Applause (1 minute Max.)** – Do not provide comments; congratulate both teams to include student attorneys, witnesses, bailiffs, timekeepers, teacher coaches, attorney coaches, and parents.
- ☐ **Teams Exit into Hallways **Quietly** as Trials May Still be In Progress**

Return to Scoring Room w/ Paperwork– If overages, 2 timesheets, Round Entry Form, Green Rules Form.

- ☐ **Discuss Dispute(s) with Scoring Judges** – If a penalty is required, scoring judges will refer to ranges noted. **Documented on Round Entry Form**
- ☐ **Discuss Score Variances/Complete Presiding Ballot** (Discuss if 2 pt. variances with each student performance.
- ☐ **Discuss/Nominate Most Effectives** – Judging panel uses Team Roster to nominate most effectives **
TIME SENSITIVE ** / Documented on Round Entry Form