

# TIMEKEEPERS' HELPFUL INFORMATION

## Timekeeping Aids:

**Provided by SC Bar:** Timesheets, dry erase pen, and Kleenex to clean off laminated timesheet in between rounds.

**Provided by Teams:** Time cards (3 sets – pre-purchased by team from SC Bar), 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 in such a way to see the scoring judges' scoresheets.
- Complete the top portion of the timesheet with your team code, the team codes competing in that round, timekeeper's name, timekeeper's signature, and circle round number being performed.
- The Plaintiff/Prosecution timekeeper is 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

- Student attorneys may ask the presiding judge permission to ask the timekeeper how much time has been used.
- The presiding judge can stop the clock for any reason.
- Timekeepers simultaneously and silently display "Time Used" 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 competing team members, coaches, or visitors during the recess.
- If a student attorney secures a time extension from the presiding judge before time has expired, no penalty for a time overrun is made against the team requesting the extension, so long as that student does not exceed the extension.
- A time extension, if granted, is 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 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 clear their stopwatches accordingly and the trial continues.

## Example on Direct and Cross-Examinations:

| Prosecution/Plaintiff Code  |                         | CH    |                                  | Defense Code  |       | MG    |                        |
|---|-------------------------|-------|----------------------------------|---|-------|-------|------------------------|
| Opening Statements (5 minutes)  |                         | 4:36  |                                  | Opening Statements (5 minutes)  |       | 4:51  |                        |
| Confirm the time with opposing timekeeper. Did the total time exceed 5:15? If yes, tell the judge. Reset stopwatch to zero for the next phase.  |                         |       |                                  | Confirm the time with opposing timekeeper. Did the total time exceed 5:15? If yes, tell the judge. Reset stopwatch to zero for the next phase.  |       |       |                        |
| Prosecution / Plaintiff Case  | Direct Exam             | 6:02  | 6:24<br><small>Redirect</small>  | Cross-Exam  | 8:15  | —     | <small>Recross</small> |
|   | Direct Exam             | 18:41 | —                                | Cross-Exam  | 17:36 | 18:52 | <small>Recross</small> |
|   | Direct Exam             | 24:09 | 25:11<br><small>Redirect</small> | Cross-Exam  | 20:36 | —     | <small>Recross</small> |
|   | Total Time (25 minutes) | 25:11 |                                  | Total Time (20 minutes)   | 20:36 |       |                        |
| Confirm the time with opposing timekeeper. Did the total time exceed 25:15? If yes, tell the judge. Reset stopwatch to zero for the next phase. |                         |       |                                  | Confirm the time with opposing timekeeper. Did the total time exceed 20:15? If yes, tell the judge. Reset stopwatch to zero for the next phase. |       |       |                        |
|   |                         |       |                                  | Direct Exam   |       |       |                        |

Notice above how the time recorded is showing how much time was used at each stopping point. There is no adding required.

### 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 apply.
  - Less than 15 seconds** time discrepancy between timekeepers are NOT 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 rules on any timing discrepancy before the trial continues.
- Timekeepers then reset stop watches and begin timing the next phase.

### After the Trial

- Give the timesheet to the teacher coach.
- The teacher coach will take a picture if there were any time penalties reported.
- Reset your stopwatch to zero.
- Turn in laminated timesheets, dry erase pen and Kleenex inside the red registration bag turned in at the end of the third round to the presiding judge.

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

**No time disputes are entertained after the trial concludes.**