



Presiding Judge Check List – 1st Round of Each Day

Staff Contact: _____ 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

D

v.

Round:

1 2 3

At Assigned Courtroom with Judging Team:

- ☐ Call Pros./Plaintiff's Bailiff into Hallway & Provide Card to Bailiff
- ☐ Bailiff Opens Court and Introduces Presiding Judge
- ☐ Confirm Team Codes (**Documented on Round Entry Form**)
- ☐ Confirm Team Rosters were Distributed. Can't proceed without them!
- ☐ Welcome Everyone **Recognize anyone affiliated with the team? Call a recess & meet with Reg. Coordinator.

Quick General Housekeeping Items to Review Before Trial:

- ☐ All Observers, Coaches and Students Wear Badges (only 2 team codes in a courtroom)
- ☐ HS Only - Artists Sit in Front of Bar (space permitting) – students wearing hot pink badges)
- ☐ HS Only - Journalists Sit Behind the Bar - students wearing hot pink badges)
- ☐ No Electronics in Front of Bar Students pass all technology back to teacher coach – cell phones, laptops, all watches, etc.
- ☐ 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 the teacher coach. No dominating space.
- ☐ No Standing Permitted or Obstructing Aisles and Doorways
- ☐ Limit Movement in the Courtroom as much as possible to avoid distractions.
- ☐ Guests may leave or re-enter during a **transition** when the witness leaves the stand.
- ☐ Guests and those behind the Bar may **not** leave during recesses.
- ☐ No Communication during Recess periods behind the Bar, except Dispute Process
- ☐ No Communication with Scoring or Presiding Judges at Competition
- ☐ No Communication over the Bar ** This includes timekeepers and bailiffs not communicating with the team during the recess.
** Only exception is with coaches at the end of the trial to discuss any possible disputes.
- ☐ Remind that a Code of Ethical Conduct Form was Signed by All Participants
(Refers to conduct, sportsmanship, vandalism, etc.) Proper courtroom decorum - should not see high fiving, laughter, snickering, etc.)
- ☐ Observe courthouse rules, keep everything clean, check your areas before you leave a room, etc.
- ☐ Richland Courthouse Lighting Issues: The bailiff will be assigned to turn lights off and on at the beginning of each round.
- ☐ Do Teams Object to Photography and/or Videotaping?
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 waving or voicing “STOP”)
They display timecards with time used.
- ☐ Time Limits Should Not be Abused Attorneys may ask for more time (not encouraged) & inquire about remaining time.
- ☐ Time Verification of Overages or Discrepancies Throughout Trial
Timekeepers check after each Witness for overages and no large discrepancies after each witness. After each phase Overages of 16 seconds or more are reported. (**Documented on Round Entry Form**).
- ☐ Cell Phones Off / Teachers' cell on Vibrate
- ☐ No Costuming – No Wigs, Uniforms or Fake Scars/Injuries (Accents are NOT costuming.)
- ☐ Temperature – If Too Hot, Students/Judges 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.
- ☐ Introductions - Scoring Judges Introduce Themselves Quickly
- ☐ Introductions – Teams Introduce Themselves. Witnesses in order to be called.
- ☐ Ask: “Are Both Teams Ready to Proceed?”

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THE TRIAL BEGINS:

- ☐ **Opening Statements – Pros./Plaintiff 1st (5 min.)** Objections & Rebuttal allowed after opening with no discussion.
- ☐ **Ask: “Any Time Overages 16 Seconds or more or large discrepancies?”** listen, rule, clear stopwatches
(Documented on Round Entry Form)
- ☐ **Prosecution / Plaintiff Bailiff Swears in All Witnesses at Once**
- ☐ **Prosecution/Plaintiff’s 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 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 5 minutes – ONLY Judges & Students in Front of Bar – Behind the 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/Plaintiff (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.)** 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)

AFTER CLOSING ARGUMENTS:

- ☐ **One Scoring Judge Retrieves Green Rules Violation Form from judging packet.**
- ☐ **Judges meet among themselves, and teams meet among themselves w/ coaches to discuss rules violations** (TIME LIMITS: 2 minutes)
- ☐ **Collect the Completed Rules Violations Form from the Scoring Judges, if applicable.**
- ☐ **Excuse the Scoring Judges – They cannot hear the team Disputes.**
- ☐ **Each Team Verbalizes Rules Violations/Disputes** (Documented on Green Dispute 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 Green Dispute form).
ONLY team members may argue violations – not coaches or visitors. Rulings are announced right then and are FINAL.
- ☐ **Review Judges’ Rules Violation/Dispute Form**
If meritorious & not mentioned by teams, Rule without responses. (Documented on Green Dispute form).
- ☐ **Most Effective Nominations by Teams (with Coaches) (2 minutes)**
 - 1) These nominations do not replace nominations by judges & the teams’ nominations will not be shared with scoring judges.
 - 2) Announce: Teams should refer to Rosters and nominate a recipient from the opposing team.
 - 3) Teams announce the recipients in the courtroom followed by applause. (SC Bar mails certificates to school.)(Documented on Round Entry Form)
- ☐ **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.
- ☐ **Collect Timesheets if overages** (Documented on Round Entry Form)
- ☐ **Teams Exit into Hallways Quietly as Trials May Still be In Progress**
- ☐ **Return to Scoring Rm w/ Paperwork - Round Entry Form**, timesheets/Green Rules Form, if applicable.
- ☐ **Discuss Dispute(s) with Scoring Judges** – If a penalty is required, scoring judges will refer to ranges noted.
(Document on Round Entry Form).
- ☐ **Discuss Scores/Complete Presiding Ballot** (Discuss if 2 pt. variances w/ ea. Student)

Turn this Checklist in with: Round Entry Form, if Overages 2 – Timesheets, Green Rules Penalty forms, if applicable,