

# CLERK & BAILIFF NOTES

## I. General Rules

- A. When you enter the courtroom, introduce yourself (name and bailiff/clerk role) to the presider and scoring attorneys
- B. Speak loudly and clearly
- C. Maintain courtroom appearance - do not move anything unnecessarily; if you must move something, PUT IT BACK exactly the way it was when you arrived
- D. Please act professionally & responsibly - you are officers of the court
- E. Duties are identified in case packet

## II. Clerks

- A. Primary responsibility: Official Time Keeper for the trial
- B. Have your own timing device
- C. DO NOT round off the time, measure to the whole second
- D. Time is STOPPED:
  - 1. For all judge-initiated interruptions
  - 2. When witnesses are called, escorted to the stand and sworn in
  - 3. When an objection is raised, and the time taken to argue it
  - 4. When the judge questions witnesses
- E. Verbal Warnings
  - 1. Clerks are responsible for giving two minute-, one-minute and 30 second verbal warnings at the end of each timed category
  - 2. These warnings should be announced VERBALLY AND with HAND SIGNALS - call out "TWO," "ONE," "THIRTY" and "TIME"
  - 3. There will be NO allowance for overtime

## III. PRETRIAL TIME SHEETS

- A. Total time is 6 minutes
- B. Pretrial motion – 4 minutes for statement, 2 minutes for rebuttal (NOT including time judge asks questions and attorney answers them)

- C. The 30 Second Rule for Pretrial – at the end of the pretrial arguments, but before the president gives a ruling, each team has 30 seconds to consult with their coach regarding any irregularities, and another 30 seconds for an attorney to announce such irregularities to the judge

#### **IV. TIME SHEETS**

- A. Total time is 34 minutes
- B. Opening, Closing - nine minutes and rebuttal - one minute TOTAL
- C. Direct & Re-Direct for ALL 4 witnesses – 14 minutes TOTAL; if a team fails to present a witness, that team automatically receives zero (0) points for the witness and direct exam, and the opponent receives 5 points for cross-examination
- D. Cross-Examination for ALL 4 witnesses - 10 minutes TOTAL
- E. After closing arguments, each team may use one minute for rebuttal. Rebuttal time does not have to be formally reserved
- F. The 30 Second Rule - at the end of the trial, but before the verdict is rendered, each team has 30 seconds to consult with their coach regarding any irregularities, and another 30 seconds for an attorney to announce such irregularities to the judge

#### **V. Unofficial timers**

- A. Unofficial timers can ONLY be a bailiff, defense team's clerk or defense attorney
- B. Unofficial timers are allowed to do TWO time checks: ONCE during the Prosecution's case-in-chief and ONCE during the Defense's case presentation. If there is a discrepancy at the time check, you should announce it then, it is then up to the judge to decide if the discrepancy is significant and a team should be allotted more time
- C. NOTE: other than time checks, only interrupt trial if it's a BIG DEAL

#### **VI. Bailiffs**

- A. Primary responsibility: Calling court to order & swearing in witnesses
- B. When calling court to order or swearing in witnesses, use the language in the case materials
- C. Additionally, Bailiffs are responsible for bringing a copy of the "Rules of the Competition" should the judge need to clarify an issue or question
- D. Bailiffs may wear an appropriate uniform. No other costumes are allowed.