

## Mock Trial Clerk-of-the-Court Orientation

Thank you for volunteering as clerk of the court for the Stanislaus County Mock Trial event.

**Clerk-of-the-Court Duties** (A seat in the back section of the courtroom will be reserved for you during the trial.)

Introduce yourself to the adjudicators (scoring attorneys) in the courtroom and remind them to:

- ✓ Complete the scoring form and nomination sheet following each trial.
- ✓ Score without discussion and prior to verdicts being announced by the presiding judge.

Following Trial I (Jan 24<sup>th</sup>) collect the score sheets and nomination forms from adjudicators, nomination form from the presiding judge (nomination forms are optional), and the official Time Sheet from student Clerk or Bailiff. Place those items inside the “score” envelope. Please return the “score” envelope to an event official in the lobby. Once everyone has left the courtroom you may leave.

Following Trial II (Jan 26<sup>th</sup>) collect the scoring forms and nomination forms from the adjudicators, nomination form from the presiding judge (nomination forms are optional), and the official Time Sheet from student Clerk or Bailiff. Place those items in the “score” envelope. Collect artwork if any and deliver “score” envelope and artwork to an event official.

Following Trial III (Jan 31<sup>st</sup>) collect the score sheets and nomination forms from adjudicators, nomination form from the presiding judge (nomination forms are optional), and the official Time Sheet from student Clerk or Bailiff. Place those items inside the “score” envelope, and deliver to an event official. Once everyone has left the courtroom you may leave as well.

### **No food or drinks allowed in the halls or inside the courtrooms.**

- ✓ Check status of the courtroom before and after each trial to ensure that all furniture and courtroom items are replaced to their original positions and conditions. Do not let anyone beyond the spectator area until just before presiding judge enters.
- ✓ Watch for proper treatment of courtroom by participants and spectators during the trial.
- ✓ Stop people from entering or exiting during the trial. (They can enter during pretrial motion and when a witness is going to the stand or returning to their seat).
- ✓ No photography or videotaping allowed. (One exception is SCOE’s cameraperson.)
- ✓ Track the court proceedings on the Time Chart .
- ✓ Collect Score Sheets, Award Nominations (optional) from adjudicators, Tie Breaker form from presiding judge and Official Time Sheet from student Clerk or Bailiff.

### **Special note:**

**Student artist(s)** will be seated in the jury box away from adjudicators (see diagram included in registration packet) during Trial I (practice round) and/or Trial II. After Trial II, collect the artwork from the artist and deliver with the rest of the materials. Not all courtrooms will have an artist.

**Student Journalist(s)** may also be in the courtroom (Trial I only) and are not to converse with anyone during the trial. They will be identified with a special “Press” badge. You do not need to collect anything from them.