



BAILIFF'S INSTRUCTION SHEET

Plaintiff Team Letter _____

Defendant Team Letter _____

Presiding Judge: _____

The bailiff is the person who signals the beginning of the trial, the person who keeps the trial on track by enforcing time limits, and the person who makes sure the ballots have been correctly tallied. Before the trial begins, determine the name of the presiding judge.

To begin the trial, the bailiff stands and states:

All please rise!

The _____ District Court of _____

County, U.S.A., is now in session,

The Honorable Judge _____ presiding.

The court will then direct the participants to be seated, and the trial begins.

TIMEKEEPING

Before the trial begins, ask the participants what time signals they require. The bailiff should give notice of the time left at regular intervals, and upon request by team members. The bailiff should keep time in accordance with the Rules of the competition. The bailiff should inform each team when they have used their allotted time by standing. Make sure, as a bailiff, that you keep written track of the time used by each side for each witness or event. The only proper way to keep track of the time being used is to keep a written, running tally.

OBJECTIONS

Objections must be brief, limited to legal basis and application to the specific facts at issue. Time consumed by objections is not charged against either team; however, the presiding judge, in his/her sole discretion, may order time charged against any team that makes excessive objections or uses excessive time to argue or respond to an objection.

MOTIONS

Time consumed in urging and answering motions shall be assessed against the team making the motion.

END OF TRIAL-PROTESTS

After a trial is completed, a team may lodge a protest that material evidence outside the record was introduced. Such protests must be lodged with the presiding judge within five minutes of the completion of the trial. Your job is to determine if any such protests are timely. It is VERY IMPORTANT that you note the time as soon as the trial ends and advise the presiding judge when the five minutes have elapsed.

If a timely protest is lodged, the presiding judge will ask you to take the following steps:

1. Determine which witness's testimony is in issue. If possible, locate any such witness and ask him/her to remain at or near the courtroom until otherwise instructed.
2. Ask the court reporter to remain at or near the courtroom until otherwise instructed.
3. Locate the chair(s) and bring him/her to the courtroom.
4. Assist the chair(s) and presiding judge as requested.

REVIEWING BALLOTS

At the end of the trial, the presiding judge will ask that the courtroom be cleared so that the panel may render its decision. The judges will mark their ballots and the presiding judge will mark the Master Ballot. You will collect all individual ballots, all individual score sheets, and the Master Ballot. You must review the ballots to make sure they have been correctly marked and the totals indicated are correct. *There can be no tie decision.*

If after reviewing the ballots you discover the scores are tied, you must ask the judges to reconsider their scoring so that a winning team can be determined. If the totals are correct, take all ballots to the chair(s) to be checked *before* the judges are dismissed. Remind the judges that the chair(s) must check the ballots before they leave and suggest that they use this time to critique the students.