

**TEXAS YOUNG LAWYERS ASSOCIATION
STATE MOOT COURT COMPETITION**

Bailiff Instructions

BEFORE THE ROUND

1. Familiarize yourself with the rules.
2. Bring a stopwatch or watch with a second hand, and a calculator.
3. Fill out ballots with your team members' names and return to the designated Committee member.
4. Get time breakdowns for each team. Each team may argue for 30 minutes. Make note of how long each speaker wishes to argue. Remember that no advocate may speak for more than 17 minutes, including rebuttal. Petitioner (Appellant) should advise you how many minutes are reserved for rebuttal. Mark the bailiff's work sheet to keep track of all this information. Note - it is not necessary for a team to reserve rebuttal time from the podium, they may do so by merely making arrangements with you.
5. Wait for the judges outside the judges' room.
6. If your team is the Petitioner (Appellant), announce the judges as they enter.
7. Immediately notify a committee member if a judge has a question or needs to recuse him or herself.

DURING THE ROUND

1. Sit where you can be seen by the speakers and the judges.
2. Hold up cards indicating how much time a team member has left to argue within the specified allotment. Ask participants which cards are preferred. NOTE - you need only keep time for and give signals to your team.
3. Stand when time has expired. DO NOT SPEAK. Judges may grant additional time.

AFTER THE ROUND

1. Remove competitors and spectators from the room while judges complete their scoring.
2. Wait outside the room until the judges advise you they have completed the ballots.
3. Raise any protests at this time. Check the Rules for the exact procedure. Remember, protests are waived if you do not raise them immediately following the round.
4. Before leaving the room, check the ballots to ensure the judges scored each category within the minimum and maximum limits and ask everyone to return for critique.
5. Remind competitors not to identify their schools during or after critique. Judges will be informed of the schools involved by the Committee.
6. Return to the Bailiffs' Room to calculate which team has won.
7. Sign the back of the ballot once you have checked the math and return the ballot to the Committee.
8. After the winner is designated by the Committee, return to the competition room and advise the judges of the winner of the round. The Chief Justice (Presiding Judge) should announce the winner after the critique.