

Information Useful to Bailiffs

Welcome to the Carrigan Cup and thank you so much for serving as a bailiff. Below you will find an outline of a bailiff's responsibilities.

I. Commencing the Trial

- When both teams are seated and all four witnesses are in the courtroom (you may have to ask witnesses seated in the gallery to identify themselves), you may instruct the teams to begin the woodshedding period. (See Rule 4.1.) That is a 15-minute period during which the teams may prepare their own witnesses. You should keep time and call everyone back to counsel's table when the time period ends.
- When the judges arrive in the courtroom, introduce yourself to them. The presiding judge will sit on the bench and the scoring judges should be seated in the jury box. Ask the presiding judges if he or she would like you to swear the witnesses all at once to save time during the trial.

II. Swearing Witnesses

- Ask all the witnesses to stand wherever they are and have them each raise their right hands.
- Administer the following oath: "Do you promise that the testimony you are about to give will faithfully and truthfully conform the facts and rules of the Carrigan Cup Trial Competition." (See Rule 6.5.)

III. Keeping Time

- Instructions for operating the stop watch are in the bailiff folder. Take a few moments before the trial starts to familiarize yourself with the stop watch.

- Woodshedding (witness prep time): 15 minutes; all teams conduct this simultaneously. (See Rule 4.1.)
- Opening Statement: 10 minute time limit for each side (see Rule 6.13); use the Five Minute, One Minute, and No Time cards when appropriate (see Rule 6.16).
- Evidence Presentation: 40 minutes for each side to conduct all direct, re-direct, cross, and re-cross, as well as to read any stipulations into the record; teams may use their own discretion in how they divide this time (see Rule 6.13); the clock stops when an objection is made and restarts once the examination resumes (rule 6.10); use the Ten Minutes, Five Minutes, One Minute, and No Time cards when appropriate (see Rule 6.16).
- Closing Argument: 12 minute limit for each side (see Rule 6.13); use the Ten Minute, Five Minute, One Minute, and No Time cards when appropriate (see Rule 6.16).
- Teams are permitted to ask for the official time at the midpoint of the trial (see Rule 6.13), but they are ultimately responsible for keeping their own time (see Rule 6.16).
- If any team violates any time limit, record the length of time by which they exceeded the limit and note which time limit they exceeded and report that to me at the end of the trial (see Rule 6.14). You need not address the matter with the teams.
- Stop the clock: 1) during objections (from the time the objection is raised until the examination resumes); 2) during the marking of exhibits, the display of such exhibit to the judge, opposing counsel, or the jury (unless counsel is asking substantive questions while doing any of these things); 3) during sidebars; 4) whenever the judge is talking; 5) during the witness oath (although you probably wouldn't have started the clock yet anyway) (see Rule 6.15(a)).

- Run the clock: 1) during woodshedding (see Rule 4.1); 2) during opening statements; 2) during witness examinations; 3) when stipulations are read into evidence; 4) during closing arguments; during the marking of exhibits if the attorney is posing substantive questions at the same time (see Rule 6.15(b)).
- It is within your discretion to stop the clock if you believe that a witness on cross-examination is filibustering, stalling, being repetitive, or being evasive with the intention of forcing the examining attorney to use up time (see Rule 6.15(c)).

IV. Collecting Scoresheets

- At the conclusion of the trial, the witnesses and competitors will be excused to allow the judges to deliberate in private. When they are finished, they will call the competitors back in to critique their performance.
- When the judges have completed their scoresheets, but before they begin their critiques, you should collect the scoresheets and deliver them to me.
- I will double-check the scores and impose any time limit penalties before returning to the courtroom to announce the winner.