

TIMEKEEPERS' INSTRUCTIONS
National High School Mock Trial Championship
OKLAHOMA CITY - MAY 11 - 14, 2006

1. **ALL TEAMS** are to bring two (2) **STOPWATCHES** and a *trained TIMEKEEPER*. No stopwatches will be available at the competition site. One set of **Time-Remaining Cards** is provided and these cards *must* be used by all teams. Your timekeeper is to be *one of the official team members* listed on your entry form **OR** can be the 9th team member designated solely as the *Official Time Keeper* who has no other duties. Timekeepers are to be so noted on your "team roster" form in each round.
2. **TWO STOPWATCHES** are needed by each team (one stop watch for keeping time for the Plaintiff/Prosecution and one stop watch for keeping time for the Defense, regardless of which side your team is presenting), see Timekeeper's Responsibilities Sheet. (The timekeeper must be familiar with the trial sequence chart and have practiced completing the tally sheet before the tournament begins.) In each trial, **both** teams' timekeepers will sit in the jury box and keep time **for both teams**. In all trials, **both timekeepers** will turn in the signed timing sheet to the *Presiding Judge or Courtroom Moderator*.
3. **WORKING TOGETHER**, timekeepers from both teams will (a) keep accurate time for both teams; (b) show "time-remaining" cards to both teams; and (c) notify the presiding judge that "TIME" has expired at the end of the trial by showing the "STOP" card.

At the end of each segment of the trial (i.e. at the end of both openings, at the end of the Plaintiff/Prosecution's case, at the end of the Defense's case, and at the end of both closing arguments), **if there is more than a 15 second discrepancy** between the Plaintiff/Prosecution and Defense teams' timekeepers, the procedure below will be followed.

- If timing variations of 15 seconds or more occur at the completion of any segment of the trial, timekeepers are to notify the presiding judge that a time discrepancy has occurred.
- The presiding judge will rule on any time discrepancy before the trial continues. Timekeepers will synchronize stop watches to match the presiding judge's ruling (for example if Plaintiff/Prosecution stop watch indicates 2 minutes left on a direct examination and the Defense stop watch indicates time is expired, the presiding judge might decide to split the difference in the timing variation and give Plaintiff/Prosecution 1 minute to conclude the direct examination. Defense would adjust timing to allow for the 1 minute timing decision.)
- Any discrepancies between timekeepers less than 15 seconds WILL NOT be considered a violation.
- Timekeepers may raise time discrepancies only at the end of each segment of the trial presentation. No time disputes will be entertained after the trial concludes. The decisions of the presiding judge regarding the resolution of timing disputes are final.

Timekeepers' cards, **available in your packet when registering**, are to show time remaining as indicated on the Time Card Use sheet. Rounding seconds used up or down to whole minute integers will make timekeeping easier.

Both timekeepers are responsible for keeping accurate time. Both timekeepers are to sign their own timekeeping sheet and return both sheets with the judges' packet of materials.

REMEMBER:

Signed Timing Sheets are to be handed to Presiding Judge or Courtroom Moderator at the conclusion of each round.

TIMEKEEPERS' RESPONSIBILITIES
National High School Mock Trial Championship
OKLAHOMA CITY - MAY 11 - 14, 2006

I. BEFORE THE TRIAL

- A. Be sure to have in your Timekeeper's Packet ✘ (available at registration)
1. Timekeepers' Responsibilities ✘
 2. Timekeepers' Instructions ✘
 3. Timekeeping Sheets (total of 4 provided in packet) ✘
 4. One (1) Time Card Use Sheet ✘
 5. One (1) set of time cards ✘ (must use time cards provided during competition rounds●)
 6. Two (2) stop watches ✓
 7. One (1) clip board to provide surface for writing ✓
 8. Two (2) pencils ✓
- ✘ In registration packet
✓ You provide
- Prepare a set of time cards for your use during practice
- B. Enter the courtroom; take your position in the jury box, noting where the podium is located and making sure that the speaker at the podium can see you easily. Rise when the Presiding Judge enters the courtroom. Be seated when the judge grants permission for all to be seated.

II. DURING THE TRIAL

- A. Enter the Round Number and Team Codes in the spaces provided at the top of the Timekeeping Sheet. Arrange your stopwatch, time cards and Time Card Use Table.
- B. Keep time during the trial, remembering the following:
1. Use one stopwatch for each side - PLAINTIFF/PROSECUTION on your left and DEFENSE on your right.
 2. RESET stopwatch to zero **ONLY** at the following times:
 - a) at the beginning of each side's opening statement;
 - b) at the beginning of each side's direct examination;
 - c) at the beginning of each side's cross examination; and
 - d) at the beginning of each side's closing argument.
 3. **DO NOT** reset stopwatch to zero at any other time.
 - a) **DO NOT** reset stopwatch to zero at the end of direct and cross examinations, since you will need to resume directing examination timing for re-direct questioning, and cross examination time for re-cross questioning.
 - b) **DO NOT** reset stopwatch to zero at the end of the Plaintiff/Prosecution's closing argument, since you will need to resume the Plaintiff/Prosecution's closing argument timing for the Plaintiff/Prosecution's rebuttal.
 4. **START** timing only when the actual opening statement/closing argument or questioning begins (e.g., **do not start** when an attorney asks to reserve time for rebuttal or when a witness is sworn).
 5. **STOP** timing during objections, responses to objections, and questioning by the judge.

Timekeepers' Responsibilities cont.

6. At the end of each segment of the trial (i.e., at the end of both openings, at the end of the Plaintiff/Prosecution's case, at the end of the Defense's case, and at the end of both closing arguments), if there is **more than a 15 second discrepancy** between the Plaintiff/Prosecution and Defense teams' timekeepers, the procedure outlines below in **Section V** will be followed.
- C. Display time cards to the attorneys and witnesses at the intervals set out in the Time Card Use Table. Display the **STOP** card to the presiding judge, scoring judges, and teams.
- D. At the conclusion of the trial, if either side informs the court that it wishes to file a dispute and a dispute hearing is granted, please time the additional three-minute argument per side.

III. DURING THE RECESS

- A. Add up the time used for each side and sign the timekeeping sheet.
- B. Give your time sheet to the presiding judge or courtroom liaison.
- C. Remind the judges that they have 10 minutes for debriefing and that you will signal when time for debriefing has expired.
- D. Help teams straighten up the courtroom for the next round.

IV. AFTER THE RECESS

- A. Reset your stopwatch to zero and start time for the debriefing.
- B. Signal the presiding judge when the 10 minutes allowed for debriefing has expired.

V. DISCREPANCIES IN TIME BETWEEN TEAM TIMEKEEPERS

- A. If timing variations of **15 seconds or more** occur at the completion of any segment of the trial, timekeepers are to notify the presiding judge that a time discrepancy has occurred.
- B. The presiding judge will rule on any time discrepancy before the trial continues. Timekeepers will synchronize stop watches to match the presiding judge's ruling (**for example** if Plaintiff/Prosecution stop watch indicates 2 minutes left on a direct examination and the Defense stop watch indicates time has expired, the presiding judge might decide to split the difference in the timing variation and give Plaintiff/Prosecution 1 minute to conclude the direct examination. Defense would adjust timing to allow for the 1-minute timing decision.)
- C. Any discrepancies between timekeepers less than 15 seconds will not be considered a violation.
- D. Timekeepers may raise time discrepancies only at the end of each segment of the trial presentation. No time disputes will be entertained after the trial concludes. The decisions of the presiding judge regarding the resolution of timing disputes are **final**.

National High School Mock Trial Championship
Time Card Use

For Direct Examination

When your stop watch says	Hold up the time card that says
5:00	20:00
10:00	15:00
15:00	10:00
20:00	5:00
21:00	4:00
22:00	3:00
23:00	2:00
24:00	1:00
24:20	0:40
24:40	0:20
25:00	STOP

For Cross Examination

When your stopwatch says	Hold up the time card that says
5:00	15:00
10:00	10:00
15:00	5:00
16:00	4:00
17:00	3:00
18:00	2:00
19:00	1:00
19:20	0:40
19:40	0:20
20:00	STOP

For Opening Statements & Closing Arguments

When your stopwatch says	Hold up the timecard that says
1:00	4:00
2:00	3:00
3:00	2:00
4:00	1:00
4:20	0:40
4:40	0:20
5:00	STOP

National High School Mock Trial Championship

Timekeeping Sheet

Round Number _____ Plaintiff Team Code _____ Defense Team Code _____

Opening Statements (5 minutes each)

Plaintiff _____

Defense _____

Direct/Redirect Examination of Three Plaintiff Witnesses (25 total minutes)

FIRST WITNESS (ending time) _____

SECOND WITNESS (cumulative ending time) _____

THIRD WITNESS (cumulative ending time: >25 = time violation) _____

Cross/Recross Examination of Three Plaintiff Witnesses (20 total minutes)

FIRST WITNESS (ending time) _____

SECOND WITNESS (cumulative ending time) _____

THIRD WITNESS (cumulative ending time: >20 = time violation) _____

Direct/Redirect Examination of Three Defense Witnesses (25 total minutes)

FIRST WITNESS (ending time) _____

SECOND WITNESS (cumulative ending time) _____

THIRD WITNESS (cumulative ending time: >25 = time violation) _____

Cross/Recross Examination of Three Defense Witnesses (20 total minutes)

FIRST WITNESS (ending time) _____

SECOND WITNESS (cumulative ending time) _____

THIRD WITNESS (cumulative ending time: >20 = time violation) _____

Closing Arguments (5 minutes each)

Plaintiff _____

Defense _____

REMEMBER: CLOCK STOPS FOR OBJECTIONS!

TIMEKEEPER'S SIGNATURE _____ **Team Code** _____