

# OKLAHOMA HIGH SCHOOL MOCK TRIAL PROGRAM

## RULES FOR TIMEKEEPING

1. Each team must furnish (at least) one official timekeeper for each trial. *This is a very important task and the student timekeepers must be **thoroughly trained**, and have a properly working stop watch and a calculator.\* Timekeepers from each team must sit together in the jury box (or if not possible, where the Trial Site Coordinator directs). Each team's timekeeper must be positioned so that the student attorney at the podium can view the time limit cards.*
2. Student timekeeper(s) from each team will monitor the time expended by each team during the entirety of the competition round.
3. Each team will be provided one (1) set of time cards which may be exhibited by holding the cards up so that the time remaining can be observed by the student attorney at the podium. The time cards may be displayed at the option of each team, but only during the last five minutes of the team's time allotment. ***(These time cards must be kept and used at all remaining competitions).***
4. *Timekeepers must keep a running balance of the time expended to allow for an immediate report of each team's remaining time. The **only** times when such a report may be given are: (a) prior to closing arguments and only upon request by the student attorney making the closing argument; and (b) upon conclusion of the trial (as stated in paragraph 5, below). **Before reporting time remaining for closing arguments, the Judge will allow a two (2)-minute break for timekeepers to calculate and compare their time sheets and to report any discrepancy of more than one (1) minute in time recorded on individual time sheets to the Judge in a bench conference. If the Judge views the discrepancy to be a problem, the Trial Site Coordinator should be involved so that discrepancies can be modified and/or adjusted BEFORE remaining time for closing arguments is announced to each closing attorneys. Once the timekeepers report the time remaining for closing arguments, the reported time cannot be changed or altered.** The Judge and/or Trial Site Coordinator's decision is **FINAL** and non-appealable and will establish the time remaining for closing arguments.*
5. Immediately after the conclusion of each trial, the timekeepers will submit their time sheets to the Trial Site Coordinator and notify him/her of the number of minutes, if any, by which either team exceeded the 55 minute time limit. The Trial Site Coordinator shall inform the Scoring Panelists so that proper penalty points (if any) may be assessed.
6. Timekeepers will **NOT** stop a team should it exceed the time limit. The team will be allowed to complete the trial and the excess time over 55 minutes will be reported for the purpose of computing penalty points.
7. Time starts when each attorney begins to speak.
8. Time stops when the attorney makes the last statement upon completion of a given task.
9. In addition, time is halted:
  - (a) from the time the witness is called until he/she finishes taking the oath;
  - (b) from the time an objection is raised until the attorney resumes the task which the objection interrupted;
  - (c) from the time a bench conference is called until the attorney resumes the task which the bench conference interrupted;
  - (d) during the time the Presiding Judge raises questions or grants a time extension in the interest of fairness; and
  - (e) during the time opposing counsel examines exhibits.
10. The Presiding Judge, at the request of either party, may extend the time limits in the interest of fairness, if in the Presiding Judge's opinion any of the opposing witnesses have belabored answers to questions, been exceedingly difficult or given the appearance of stalling or if opposing counsel has raised frivolous objections which appear to the Presiding Judge to be designed to lengthen the time for the examining party to complete the examination. The purpose of this rule is limited to circumstances where it appears to the Presiding Judge that one team may be causing delays to hamper the other team's ability to finish completing the case within the allotted time.

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\*One timekeeper per school is preferred. However, a school may allow a maximum of two students to perform the timekeeping task during any trial. If two students are used, they must share **one stop watch**.

**Since penalty points will affect a team's score, ACCURACY by Timekeepers is extremely important.**

## SEQUENCE OF TRIAL EVENTS

ROLE	FUNCTION	SUGGESTED TIME
<b>OPENING</b>		
1. Prosecution/Plaintiff	Opening Statement .....	5
2. Defense/Defendant	Opening Statement .....	5
<b>WITNESS EXAMINATIONS</b>		
<b><u>Prosecution/Plaintiff Witness #1</u></b>		
3. Prosecution/Plaintiff	Direct Examination .....	7-8
4. Defense/Defendant	Cross-Examination .....	4-7
5. Prosecution/Plaintiff	Redirect (Option of team) .....	2
6. Defense/Defendant	Recross (Option of team) .....	2
<b><u>Prosecution/Plaintiff Witness #2</u></b>		
7. Prosecution/Plaintiff	Direct Examination .....	7-8
8. Defense/Defendant	Cross-Examination .....	4-7
9. Prosecution/Plaintiff	Redirect (Option of team) .....	2
10. Defense/Defendant	Recross (Option of team) .....	2
<b><u>Prosecution/Plaintiff Witness #3</u></b>		
11. Prosecution/Plaintiff	Direct Examination .....	7-8
12. Defense/Defendant	Cross-Examination .....	4-7
13. Prosecution/Plaintiff	Redirect (Option of team) .....	2
14. Defense/Defendant	Recross (Option of team) .....	2
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<b><u>Defense/Defendant Witness #1</u></b>		
15. Defense/Defendant	Direct Examination .....	7-8
16. Prosecution/Plaintiff	Cross-Examination .....	4-7
17. Defense/Defendant	Redirect (Option of team) .....	2
18. Prosecution/Plaintiff	Recross (Option of team) .....	2
<b><u>Defense/Defendant Witness #2</u></b>		
19. Defense/Defendant	Direct Examination .....	7-8
20. Prosecution/Plaintiff	Cross-Examination .....	4-7
21. Defense/Defendant	Redirect (Option of team) .....	2
22. Prosecution/Plaintiff	Recross (Option of team) .....	2
<b><u>Defense/Defendant Witness #3</u></b>		
23. Defense/Defendant	Direct Examination .....	7-8
24. Prosecution/Plaintiff	Cross-Examination .....	4-7
25. Defense/Defendant	Redirect (Option of team) .....	2
26. Prosecution/Plaintiff	Recross (Option of team) .....	2
<b>CLOSING</b>		
27. Prosecution/Plaintiff	Closing Argument .....	4
28. Defense/Defendant	Closing Argument .....	6
29. Prosecution/Plaintiff	Rebuttal Closing (Option of team) .....	2

(The prosecution/plaintiff may choose to split the time allotted for the teams' closing to allow for rebuttal argument. If the team chooses this option, the prosecution/plaintiff should notify the Presiding Judge before beginning closing argument.)

## TIME SCORING SHEET

EXAMPLE

PROSECUTION / PLAINTIFF				DEFENSE / DEFENDANT			
		TOTAL				TOTAL	
		MIN	SEC			MIN.	SEC.
1	Opening Statement			2	Opening Statement		
3	<i>Prosecution/Plaintiff Witness 1</i>			4	<i>Prosecution/Plaintiff Witness 1</i>		
	Direct Exam			6	Cross Exam		
5	Redirect (Option of team)				Recross (Option of team)		
	Running balance				Running balance		
7	<i>Prosecution/Plaintiff Witness 2</i>			8	<i>Prosecution/Plaintiff Witness 2</i>		
	Direct Exam			10	Cross Exam		
9	Redirect (Option of team)				Recross (Option of team)		
	Running balance				Running balance		
11	<i>Prosecution/Plaintiff Witness 3</i>			12	<i>Prosecution/Plaintiff Witness 3</i>		
	Direct Exam			14	Cross Exam		
13	Redirect (Option of team)				Recross (Option of team)		
	Running balance				Running balance		
16	<i>Defense/Defendant Witness 1</i>			15	<i>Defense/Defendant Witness 1</i>		
	Cross Exam			17	Direct Exam		
18	Recross (Option of team)				Redirect (Option of team)		
	Running balance				Running balance		
20	<i>Defense/Defendant Witness 2</i>			19	<i>Defense/Defendant Witness 2</i>		
	Cross Exam			21	Direct Exam		
22	Recross (Option of team)				Redirect (Option of team)		
	Running balance				Running balance		
24	<i>Defense/Defendant Witness 3</i>			23	<i>Defense/Defendant Witness 3</i>		
	Cross Exam			25	Direct Exam		
26	Recross (Option of team)				Redirect (Option of team)		
	Running balance				Running balance		
<i>Judge will call a 2-minute break to allow time for both timekeepers -</i>				<i>- to check their time sheet and compare the time remaining for closings</i>			
Total time available		54	60	Total time available		54	60
Minus running balance				Minus running balance			
Time remaining				Time remaining			
27	Closing Argument			28	Closing Argument		
29	Rebuttal (Option of team)						
<b>TOTAL TIME</b>				<b>TOTAL TIME</b>			

The order followed by speakers is shown in the numerical sequence listed in the columns to the left of the trial events.

**Submit this Time Sheet to the Trial Site Coordinator (or Presiding Judge if Trial Site Coordinator is not immediately available).**

Trial Date \_\_\_\_\_ Signature of Timekeeper \_\_\_\_\_

Time of Trial \_\_\_\_\_ Team Code of School \_\_\_\_\_

(A - B - C - D)

## TIME SCORING SHEET

PROSECUTION/PLAINTIFF				DEFENSE			
		TOTAL				TOTAL	
		MIN.	SEC.			MIN	SEC.
1	Opening Statement	5	33	2	Opening Statement	4	07
		<i>Prosecution/Plaintiff Witness 1</i>					
3	Direct Exam	6	46	4	Cross Exam	10	46
5	Redirect (Option of team)	1	50	6	Recross (Option of team)	-	-
		Running balance				14	53
		<i>Prosecution/Plaintiff Witness 2</i>					
7	Direct Exam	6	50	8	Cross Exam	4	10
9	Redirect (Option of team)	1	31	10	Recross (Option of team)	-	-
		Running balance				19	03
		<i>Prosecution/Plaintiff Witness 3</i>					
11	Direct Exam	4	55	12	Cross Exam	5	38
13	Redirect (Option of team)	-	28	14	Recross (Option of team)	-	-
		Running balance				24	41
		<i>Defense/Defendant Witness 1</i>					
16	Cross Exam	8	20	15	Direct Exam	8	18
18	Recross (Option of team)	-	-	17	Redirect (Option of team)	-	21
		Running balance				33	20
		<i>Defense/Defendant Witness 2</i>					
20	Cross Exam	6	43	19	Direct Exam	7	27
22	Recross (Option of team)	-	-	21	Redirect (Option of team)	1	05
		Running balance				41	52
		<i>Defense/Defendant Witness 3</i>					
24	Cross Exam	9	34	23	Direct Exam	8	27
26	Recross (Option of team)	-	-	25	Redirect (Option of team)	-	28
		Running balance				50	47
<i>Judge will call a 2-minute break to allow time for both timekeepers -</i>				<i>- to check their time sheet and compare the time remaining for closings</i>			
Total time available		<b>54</b>	<b>60</b>	Total time available		<b>54</b>	<b>60</b>
Minus running balance		52	30	Minus running balance		50	47
Time remaining		2	30	Time remaining		4	13
27	Closing Argument	2	26	28	Closing Argument	3	27
29	Rebuttal (Option of team)	-	-				
<b>TOTAL TIME</b>		<b>54</b>	<b>56</b>	<b>TOTAL TIME</b>		<b>54</b>	<b>14</b>

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Trial Date \_\_\_\_\_ Signature of Timekeeper \_\_\_\_\_

Time of Trial \_\_\_\_\_ Team Code of School \_\_\_\_\_

(A - B - C - D)