**Court Orderly**

**Overview:**

• Is to be provided from the Plaintiff/Prosecution team.

• Reminds all present in Court to turn mobile phones OFF.

• Opens the Court.

• Closes the Court.

• Maintains order in the Court. When announcing the adjournment for preparation of the closing addresses advises that there is to be no discussion between the barristers and solicitor of each team with any other participants or spectators.

• Calls witnesses.

• Swears in witnesses.

• Takes exhibits from barristers and shows to witnesses and then opposing barristers. • Hands exhibits to the Magistrate’s Clerk/Judge’s Associate for marking.

• Keeps a time sheet recording when each examination and cross examination begins and ends and calculates the duration. The form provided for this purpose must be handed to the Magistrate’s Clerk/Judge’s Associate who hands this to the Judge at the conclusion of evidence.

• Collects Attendance Roll from each team to give to the Mock Trial Coordinator.

• Time limits are to be strictly adhered to. A one minute warning is to be sounded by the Court Orderly (using a bell or spoon and glass [NOT a mobile phone] provided by the Prosecution team). A second sounding to signal the end of time allowed.

**You will need to do everything perfect to score a maximum of 5 marks!**

• Provide the Judge with a blank copy of the score sheet and a completed copy of the Notice of Appearance before the mock trial.

• Open and close the Court correctly and maintain order in the Court.

• When announcing the adjournment for preparation of the closing addresses, advise there is to be no discussion between the barristers and solicitor of each team with any other participants or spectators.

• Call witnesses clearly and correctly.

• Swear in witnesses clearly and correctly.

• Takes exhibits from barristers and show them to witnesses and then opposing barristers.

• Hand exhibits to the Judge’s Associate for marking.

• Adhere to appropriate Court etiquette.

• Keep a time sheet, recording each phase of the trial accurately. The form provided for this purpose must be handed to the Judge at the conclusion of evidence.

• Give the appropriate warning bells. Warning bell when one minute left. A second bell at the end of time allowed.

*Judges will check the Court Orderly’s time sheet and award marks for content and accuracy.*

• Marks will be awarded based on:

* Confident and clear presentation.
* Expression, poise and confidence.
* The overall **presentation** of the Court Orderly including their role playing is an element of their score = act like a professional 'bouncer'!