

## Mock Trial Courtroom Observer Orientation

Thank you for volunteering as Courtroom Observer for the Stanislaus County Mock Trial event.

**Courtroom Observer Duties** (A seat in the back section of the courtroom will be reserved for you during the trial.) **The courtrooms will be locked until you are ready to enter and remain inside the courtroom. No later than 5:25 PM, see one of the sheriffs on duty and ask them to unlock the courtroom for you.**

Introduce yourself to the adjudicators (scoring attorneys) in the courtroom and remind them to:

- ✓ Complete the scoring form and nomination sheet following each trial.
- ✓ Score without discussion and prior to verdicts being announced by the presiding judge.

Following Trial I collect the score sheets and nomination forms from adjudicators, tie-breaker form from the presiding judge, nomination form from the presiding judge (nomination forms are optional), and the official Time Sheet from student Clerk or Bailiff. Place those items inside the “score” envelope. Please return the “score” envelope to an event official in the lobby. Once everyone has left the courtroom you may leave.

Following Trial II collect the scoring forms and nomination forms from the adjudicators, tie-breaker form from the presiding judge, nomination form from the presiding judge (nomination forms are optional), and the official Time Sheet from student Clerk or Bailiff. Place those items in the “score” envelope. Collect artwork if any and deliver “score” envelope and artwork to an event official.

Following Trial III collect the score sheets and nomination forms from adjudicators, tie-breaker form from the presiding judge, nomination form from the presiding judge (nomination forms are optional), and the official Time Sheet from student Clerk or Bailiff. Place those items inside the “score” envelope, and deliver to an event official. Once everyone has left the courtroom you may leave as well.

**No food or drinks allowed in the halls or inside the courtrooms. The student attorneys can have water at their table.**

- ✓ Check status of the courtroom before and after each trial to ensure that all furniture and courtroom items are replaced to their original positions and conditions. Do not let anyone beyond the spectator area until just before presiding judge enters.
- ✓ No one should move ANY paperwork or touch anything inside the courtroom.
- ✓ Watch for proper treatment of courtroom by participants and spectators during the trial.
- ✓ Stop people from entering or exiting during the trial. (They can enter during pretrial motion and when a witness is going to the stand or returning to their seat).
- ✓ No photography or videotaping allowed. (One exception is SCOE’s cameraperson.)
- ✓ Track the court proceedings on the Time Chart .
- ✓ Collect Score Sheets, Award Nominations (optional) from adjudicators, Tie Breaker form from presiding judge and Official Time Sheet from student Clerk or Bailiff.

### **Special note:**

**Student artist(s)** will be seated in the jury box away from adjudicators (see diagram included in registration packet) during Trial I (practice round) and/or Trial II. After Trial II, collect the artwork from the artist and deliver with the rest of the materials. Not all courtrooms will have an artist.

**Student Journalist(s)** will be seated in the audience away from adjudicators (**Trial I only**) and are not to converse with anyone during the trial. They will be identified with a special “Press” badge. You do not need to collect anything from them.