

BAILIFF INSTRUCTIONS

**Please, wear a suit, be on time, and
do not ask the teams what school they are from!**

1. Report to the Bailiff Room – The Jury Room: Room 2-15
 - Get room assignments, team assignments, Bailiff Materials, Name Cards, and number of judges in each room
2. Go to the Cafeteria, where you will be matched with your teams. Shannon or Gina will call out your name and two team numbers. Hold up your name card, call out your name, and move to the back of the room. The two teams will walk over to you.
3. Escort your teams to the designated room.
 - **If you are assigned to a room on the Lower Level (LL) or the First Floor (1), please take the stairs.**
 - **If you are assigned to be in the Moot Court Room or in Rooms 2-12 or 2-16, please take the elevators located by the locker rooms.**
 - **If you are assigned any other room on the Second Floor (2), Second Mezzanine (2M) or on the Third Floor (3), please take the elevators located next to the Private Dining Room.**
4. Seat the Petitioners at the table on the left side of the room (*facing the bench*); seat the Respondents at the table on the right side of the room.
5. Have each team member complete the top of a Scoring Sheet for each judge, by block printing his or her name, team number, and side represented. (Each judge must have a Scoring Sheet for each oralist. For example, if there are three judges on the panel, each oralist must complete three Scoring Sheets.) Collect the completed sheets, make sure that they are legible, and place one for each competitor on the table in front of each judge's seat.

6. Seat all spectators (coaches, team members not arguing, etc.) **together** in a **neutral area** of the room so that the judges will not know for sure which team they are with. The judges should not be able to identify spectators and coaches with the competitors.

7. **Allocation of time: Ask the teams how they would like to allocate their argument time in the following manner:**
 - a. **Bailiff: "Petitioners, how do you want to allocate your 30 minutes of argument time?"**
 - b. **Petitioners: "17 minutes for Oralist #1, and 13 minutes for Oralist #2."**
 - c. **Bailiff: "That is a total of 30 minutes. Are you reserving rebuttal time?"**
 - d. **Petitioners: "Yes."**
 - e. **Bailiff: "Would you like the full 3 minutes?"**
 - f. **Petitioners: "Yes."**
 - g. **Bailiff: "Do you want all 3 minutes deducted from one oralist, or 2 minutes from one oralist and the other 1 minute from the other oralist?"**
 - h. **Petitioners: "2 minutes from Oralist #1, and 1 minute from Oralist #2."**
 - i. **Bailiff: "Oralist #1, you will have 15 minutes for your initial argument, and Oralist #2, you will have 12 minutes. You have reserved 3 minutes of rebuttal time."**
 - j. **Bailiff: "Respondents, how do you want to allocate your 30 minutes of argument time?"**
 - k. **Respondents: "16 minutes for Oralist #1 and 14 minutes for Oralist #2."**
 - l. **Bailiff: "That is 30 minutes of argument time."**

8. *Note: Each team has a total of 30 minutes of argument time. At least 10 minutes of argument time must be allocated to each oralist (including rebuttal time). **Only** the Petitioners may reserve rebuttal time. And, they may do so **only** in whole minutes (not in half minutes).*

9. Make a note on your Bailiff Time Sheet of how much time each oralist will have to argue, so that when you time their arguments you will give them the proper amount of argument time.

10. Get your Bailiff Time Cards ready. You will have Time Cards in the following increments: **15 minutes, 10 minutes, 7 minutes, 5 minutes, 3 minutes, 1 minute, TIME. Teams will NOT be permitted to supply their own bailiffs, nor will they be permitted to supply their own time cards.** Tell the oralists where you will be seated, and to keep an eye out for your cards.

11. As soon as you have set up the time allocation and checked the Time Cards, report to the Fourth (4th) Floor Atrium to meet the judges for your round.
12. Evan Zucker will inform you who your judges are.
13. Escort your judges to your assigned room. Before you bring them into the room, let them know that rebuttal time has (or has not) been reserved and that the competitors will not request it of the panel. Ask the judges to remain in the hall while you make sure that the teams are ready. Re-enter the room, and ask the competitors if there are any final questions. If not, inform them that you will knock on the door **3** times before entering with the judges.
14. Return to the judges and let them know that you're ready to begin. Knock on the door (loudly) **3** times and enter with the judges. Escort the judges to the bench as you read aloud the opening statement from the Bailiff Sheet. When finished, sit down, and begin to keep time. You should start the timer when each oralist addresses the court by saying "May it Please the Court" or "Good Morning," etc.
15. Hold up each Time Card at the appropriate interval. It is important that the oralist and the judges see the Card. Hold it up until the oralist glances at it, or for 20 seconds maximum. Hold the Card at an angle so that the judges can see it as well.

When you display the "TIME" Card, you should not speak or interrupt, but continue to hold it up until the oralist concludes and sits down.

16. When Respondent #2 has completed his or her argument, either Petitioner #1 or Petitioner #2 will get up to rebut (using the 1 to 3 minutes of rebuttal they reserved before the round began). Only if an oralist who has not reserved rebuttal time gets up to speak should you say anything. Continue to hold up the appropriate Time Cards.
17. When the arguments are complete, ask all to rise. Lead the teams and any observers out of the room to let the judges deliberate. After 5 minutes, return to the room and check on the deliberation progress. Wait with the judges until they are finished and collect all of the Scoring Sheets. Paper-clip the sheets together. Remind the judges that the critique period is a total of 20 minutes to keep the tournament on schedule. (The ideal arrangement is 5 minutes per judge.) Bring the teams and observers back into the room for the critique. ***No one may, at any time, see the score sheets.***
18. **During the critique period, return the Scoring Sheets to the Jury Room;**
19. Then return to your assigned room to escort the judges back to the Fourth (4th) Floor Atrium.

20. **Remember, the competitors may not, at any time, reveal what school they are from to you or to the judges!!!**
21. When the critique period is over, escort the judges to the Fourth (4th) Floor Atrium, and ask the competitors to return to the Cafeteria. Then return to the Bailiff Room to pick up your Bailiff Materials and Room Assignment for your next round of arguments.
22. When you have finished your assigned rounds for the day, please return all materials to the Bailiff Room.

**YOUR HARD WORK IS ESSENTIAL
TO THE SUCCESS OF THE COMPETITION.**

THANK YOU!!!