

NTC Bailiff Checklist



**Questions/Issues during round? Text Prof. Elizabeth Lippy: 610-316-5155 or
Prof. Marian Braccia 267-258-4292**

BY TUESDAY, FEBRUARY 16:

- Send Prof. Braccia your TUID# so you can be added as an alternate host to your assigned Zoom courtroom
- Download the GroupMe app to communicate with Profs. Lippy & Braccia and the other bailiffs simultaneously during the rounds
- Download the Timer+ app to time both sides of the case simultaneously

PRE-TRIAL DIRECTIONS:

- Open the Zoom room to which you have been assigned as an alternate host *at least 30 minutes before* the start of each round.
- Refer to the spreadsheet to confirm the guests permitted in each Zoom courtroom from the waiting room.
 - o N.B. only competitors, judges, and witnesses assigned to that courtroom are to be admitted. Coaches, supporters, and spectators are not permitted into the Zoom courtroom but can and should observe the trials on the YouTube livestream.
 - o If Professors Lippy & Braccia enter your room, you may also let them in.
- Confirm that all individuals playing the roles of witnesses have “renamed” themselves on the Zoom participant list with the name of their assigned witness role.
- Confirm that all competitor advocates have renamed themselves according to the following format: Name (Team XXX, Party) (e.g. Marian Braccia (Team 123 - Defense))
 - o Ensure that no one has identified their school in their name or through any virtual background graphics or insignia on their Zoom screens.
- Ensure that screen sharing is enabled for all participants.
- Open all breakout rooms
 - o There should be seven breakout rooms pre-configured in each Zoom courtroom: one breakout room for each of the four witnesses; a meet & confer breakout room for the advocates; one breakout room for each team of advocates. The main room is your courtroom.
- Allow the advocates an opportunity to meet & confer in their breakout room.
- Once all witnesses and advocates are present, allow witnesses and advocates to enter their respective breakout rooms for witness prep/woodshedding.
 - o The witness prep period must not exceed 15 minutes. Set a timer for 15 minutes!
 - o At the 15-minute mark, bring all attorneys and witnesses back to the main room. Do not shut down the breakout rooms! You should enter the individual breakout room yourself for any advocate-witness pairing who has not rejoined the main Zoom courtroom at the end of the 15-minute prep period and advise them that witness prep has concluded.
- When the advocates return from woodshedding, ask all four to start their video feed so that the judges can check for conflicts (only do this once all the judges assigned to your courtroom have been admitted from the waiting room to your main Zoom courtroom).
- Ask the judges if they need the link to the electronic score sheet.

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- If they do, you can paste it into a *private message to each individual judge in the chat box*. **Do NOT** chat everyone in the Zoom room with a link to the score sheet – the competitors are **NOT** permitted access to that score sheet link!!!
- ❑ Ask the judges to report any conflicts when they've seen the four advocates on camera.
- ❑ If there is a conflict, report the conflict and your courtroom letter to Prof. Lippy on the GroupMe app ASAP!
- ❑ If there are no conflicts, report that there are no conflicts in your courtroom to Prof. Lippy on the GroupMe app by typing "Courtroom Letter – no conflicts."
- ❑ Wait for permission from Prof. Lippy to start the trials once every courtroom has cleared conflict checks.

STARTING THE TRIALS:

- ❑ When Prof. Lippy gives the all-clear to start the trial, start the YouTube livestream (according to the instructions on the "How-to" sheet provided to you).
- ❑ Open court with the following announcement: *All persons having business before the District Court for Tarrant County in the State of Lone Star are admonished to draw near and give their attention. The Honorable _____ now presiding.*
 - The spreadsheet of participants in each courtroom will specify the name of your presiding judge.
- ❑ Time motions *in limine* using the Timer+ app.
 - The plaintiff has four minutes to litigate motions *in limine*; the defense has four minutes to respond to plaintiff's motions.
 - The defense has four minutes to litigate motions *in limine*; the plaintiff has four minutes to respond to the defense's motions.
 - Procedural/housekeeping matters are not timed. Only substantive evidentiary motions need to be timed.
- ❑ Time the trials using the Timer+ app.
 - Each side has 60 minutes to try the case.
 - Stop the clock for objections.
 - Keep track of time using the Bailiff Time Sheet included in your materials.
 - Witnesses may be excused from the Zoom courtroom once their testimony is concluded (direct-cross-redirect).
 - Provide a time check at mid-trial (after the plaintiff rests); enter the remaining time for each party in the chat box at mid-trial.
 - Provide a time check before the closing arguments (after the defense rests); enter the remaining time for each party in the chat box before closings.
- ❑ **STOP** the livestream to YouTube once the closings are complete.
 - The federal procedures apply (plaintiffs close first, then defense, then plaintiffs have an opportunity for rebuttal closing).

END OF ROUND DIRECTIONS:

- ❑ Once plaintiff rebuttal has ended, ask the advocates to go to their respective party breakout rooms so the judges can complete and submit their score sheets.
- ❑ Ensure that only the judges remain in the main Zoom courtroom when they are completing their electronic score sheets.

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- When the judges confirm that they've successfully submitted their score sheets, you may go to each party's breakout room and ask the advocates to reenter the main Zoom courtroom.
- The judges will provide brief feedback to each advocate and then all advocates and judges may leave the meeting.
- End the Zoom meeting.