

# STUDENT TIMEKEEPER GUIDELINES 2011

## GENERAL GUIDELINES, TIME TALLY SHEET and TIME CARDS

### General Guidelines for Timekeeping:

#### ***The Clock Keeps Running:***

- During openings and closings
- Examination of witnesses
- When stipulations are read into evidence.
- During the marking of exhibits if the attorney continues to ask questions

#### ***The Clock is Generally Stopped:***

- During Objections - as soon as a student attorney raises an objection. It should remain stopped until the judge has ruled on the objection. If the attorney must repeat the question, the clock should not start until after the question is again asked and the witness begins to answer.
- Exhibits – during the marking of exhibits, showing an exhibit to the judge or opposing counsel, publishing an exhibit to the jury, unless the attorney is asking a question while doing any of these.
- During Sidebars
- Whenever the judge is talking

#### ***Discretionary:***

- The Official Timekeeper has the right to stop the clock if he or she believes a witness on cross examination (or on re-cross) is **filibustering** or being deliberately evasive to force the examining attorney to use up time, stop the clock. Our Rules stress that we do not condone deliberate strategy to use up the other team's time allotment. If the filibustering is excessive, the Official Scorekeeper may assess penalty points. (Rule of Competition 6.24)

### Where to Sit and Communication Issues:

Timekeepers may sit in the jury box unless the presiding judge does not approve. If you sit in the jury box, make sure to not sit immediately next to or behind any jurors (scoring judges). Timekeepers may unobtrusively signal time to team members. The Trial Coordinator and/or Presiding Judge have final say on where you sit.

Student attorneys may ask the official timekeeper the amount of time remaining at the midpoint of the trial (i.e. immediately after the plaintiff/prosecution's witnesses are excused). The attorney may then communicate this information to the student timekeeper.

## STUDENT TIMEKEEPER TALLY SHEET

<i><b>PLAINTIFF/PROSECUTION</b></i>		<i><b>DEFENSE</b></i>	
<u>SEGMENT</u>	<u>TIME</u>	<u>SEGMENT</u>	<u>TIME</u>
Opening (5:00)	_____	Opening (5:00)	_____
.....		.....	
Direct 1 <sup>st</sup> Witness (26:00)	_____	Cross 1 <sup>st</sup> Witness (26:00)	_____
Redirect	_____	Re-cross	_____
Direct 2 <sup>nd</sup> Witness	_____	Cross 2 <sup>nd</sup> Witness	_____
Redirect	_____	Re-cross	_____
Direct 3 <sup>rd</sup> Witness	_____	Cross 3 <sup>rd</sup> Witness	_____
Redirect	_____	Re-cross	_____
Cross 1 <sup>st</sup> Witness	_____	Direct 1 <sup>st</sup> Witness	_____
Re-cross	_____	Redirect	_____
Cross 2 <sup>nd</sup> Witness	_____	Direct 2 <sup>nd</sup> Witness	_____
Re-cross	_____	Redirect	_____
Cross 3 <sup>rd</sup> Witness	_____	Direct 3rd Witness	_____
Re-cross	_____	Redirect	_____
Total	_____	Total	_____
.....		.....	
Plaintiff Closing (5:00)	_____	Defendant Closing (5:00)	_____

**PENALTY POINTS:**

Opening/ Closing – Time over Allotment:

0 - 15 seconds	0 points
16-45 seconds	2 point s
0:46 – 1:15	4 points
1:16 – 1:45	6 points etc.

Testimony – Time over Allotment:

0 -30 seconds	0 points
0:31 - 1:00	2 point s

1:01 - 1:30  
1:31 - 2:00  
2:01 - 2:30

4 points  
6 points  
8 points etc.

15

10

5

1

**NO**

**TIME**