

# STUDENT TIMEKEEPER GUIDELINES 2019

## GENERAL GUIDELINES, TIME TALLY SHEET and TIME CARDS

### General Guidelines for Timekeeping:

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

- Openings and closings
- Examination of witnesses
- The reading into evidence of stipulations
- The marking of exhibits if the attorney continues to ask questions

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

- For 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, and 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

### Role of Student Timekeepers Keeping Official Time (Rule of Competition 6.28):

For any trial, the coordinator will use either an official timekeeper or appoint you as student timekeepers to keep official time. In the latter case, you are responsible for fairly and accurately keeping and reporting time and are to act as neutral entities. Where there is only one student timekeeper available, that timekeeper's time will be the official time.

Where a discrepancy arises between student timekeepers, you must attempt to resolve it amicably. If the discrepancy exceeds 15 seconds, and you cannot resolve it, inform the judge at the first natural break (i.e. at the close of a witness's testimony during which the discrepancy grew to exceed 15 seconds, or after the opening statement or closing argument has concluded). The presiding judge has been directed to resolve the discrepancy, and the presiding judge's decision shall determine the official time.

### 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 via cards or hand signals but not verbally.

## STUDENT TIMEKEEPER TALLY SHEET

### *PLAINTIFF/PROSECUTION*

### *DEFENSE*

<u>SEGMENT</u>	<u>TIME</u>	<u>SEGMENT</u>	<u>TIME</u>
Opening (5:00)	_____	Opening (5:00)	_____
.....			
Direct 1 <sup>st</sup> Witness (30:00)	_____	Cross 1 <sup>st</sup> Witness (30:00)	_____
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:**

Time over Maximum Allotment:

0 to 15 seconds	0 points (grace period)
16 to 45 seconds	2 points
0:46 to 1:15	4 points
1:16 to 1:45	6 points
1:46 to 2:15	8 points
2:16 to 2:45	10 points etc.

25

20

15

10

5

1

**NO**

**TIME**