

BAILIFF Instructions

1. PREPARATION

- a. Check in at Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105, Conference Room 229 at your scheduled time.
- b. SILENCE YOUR CELL PHONE prior to going to your room.
- c. Supplies you will get at bailiff orientation:
 - i. Room assignment
 - ii. Bailiff Packet – MAKE SURE ALL SUPPLIES ARE INCLUDED
 1. Includes: bailiff instructions, time cards (5 min, 2 min, 1 min, and STOP), score sheets, “Do Not Disturb” signs, “Petitioner” and “Respondent” cards, and folder for the completed score sheets.
 - iii. Stop-watch and/or clock with timer (or use your cell phone’s stopwatch to keep time)
 - iv. Masking tape to hang up the “Do Not Disturb” signs
 - v. Pen/Pencil
 - vi. Calculator
- d. Take supplies to your assigned room
- e. Figure out where to seat everyone:
 - i. Judges should face the teams
 - ii. Make sure the “Petitioner” and “Respondent” cards are placed where the teams will sit
 1. Petitioner is to the LEFT of the judges
 2. Respondent is to the RIGHT of the judges
 3. Coaches, extra team members and others should be seated in an area in which they are least likely to be able to communicate with the teams – they should not communicate with the teams.
 - iii. You should sit where the teams can see you
- f. Ask for correct spelling of each team participant – write this down on your TIMEKEEPING SHEET.
- g. Ask each team participant how much time s/he wishes to argue – write this down on TIMEKEEPING SHEET.
 - i. **each team has a total of 30 minutes AND no one person shall argue more than 20 minutes.
- h. Ask **Petitioner’s** team if they wish to reserve time for rebuttal – write this down on TIMEKEEPING SHEET. (They may reserve up to 5 minutes – rebuttal time comes off of the 30 minutes allotted to Petitioner’s team).
- i. We recommend that you write down the time on the stop-watch that would equal the 5 minute, 2 minute, and 1 minute warnings. For example, if Respondents divided their time 15 minutes for speaker 1 and 15 minutes for speaker 2, you would write down “10” next to “5 minute warning @”; then a “13” next to “2 minute warning @” and a “14” next to “1 minute warning @”.

2. GETTING THE JUDGES

- a. After finishing everything above in section 1, come back to the judges room (Auditorium/Room 245) to get the assigned judges for your room.
- b. Introduce yourself to the judges and escort them to your room, ask the judges who will be the Chief Justice. They need to decide before the argument starts.

- c. Ask the judges to look at the team participants and ask if they know any of the participants or coaches. If a judge knows a person who will be arguing or a coach, this is a conflict. We will have staff in the hallways to assist with any changes that need to be made if there is a conflict.
- d. Bring the judges back outside the room:
 - i. Confirm who will be the Chief Justice, they will sit in the middle.
 - ii. Instruct them where their seats are.
 - iii. Tell the Chief Justice that s/he should announce to the participants when to proceed, but tell them to wait for their cue from you, which is “All Rise.”

3. JUDGES ENTRANCE

- a. ***** Do not proceed into room until you are cued by one of the Competition Staff.** This is important because if there is a conflict in another oral argument room, we might need to switch out a judge in YOUR room, and that cannot happen if the argument has already started.
- b. Go in the room; Stand; Announce: “All Rise”
- c. Judges will enter and after judges have been seated, read:
 - i. “The Honorable, the Chief Justice, and the Associate Justices of the Supreme Court of the United States. Oyez! Oyez! Oyez! All persons having business before the Honorable, the Supreme Court of the United States, are admonished to draw near and give their attention, for the Court is now sitting, God save the United States and this Honorable Court. Today’s case is Masterpiece Cakeshop, Ltd. v. Colorado Rights Commission. Please Be Seated.”

4. TIMING OF THE ARGUMENT

- a. Communicate to the team participants the procedures listed below regarding the timing of the arguments
 - i. You will give cues at 5 minutes remaining, 2 minutes, 1 minute, and STOP (make sure they actually see the sign before you put the sign down.)
 - ii. If the speaker does not stop and has not requested and received an extension from the judges, give the speaker 15 seconds and then say “I’m sorry, but your time is up.”
 - iii. Time extensions
 - 1. Judges are allowed to extend the time of the argument for speaker one, however, this extended time is subtracted from the second speaker’s time. Judges may extend the time for the second speaker for Respondents and the rebuttal for Petitioner. (This extension, however, may not be longer than 5 minutes).
 - 2. For the Petitioner, the amount of time the second speaker goes over is subtracted out of rebuttal time. Right before the rebuttal, you may tell the Petitioner’s how much time they have left if they request it.
 - 3. If a 5-minute extension is given to Respondent’s second speaker or Petitioner’s rebuttal, give cues at 2 minutes remaining, 1 minute, and STOP.

5. CONCLUSION OF ARGUMENTS AND SCORESHEETS

- a. After all the arguments are over, say “Will the participants please leave the room.”
 - i. No one, except the judges and you, should be in the room.

- ii. No one, except the judges and you, should be able to hear the deliberations. Make sure the doors are completely closed.
 - iii. You should remain in the courtroom during deliberations. You should assist the judges as much as you can (However, you are prohibited from speaking about the teams' identities and their performances).
 - iv. Offer the use of your calculator while they are tabulating.
- b. Collect the score sheets when the judges are done with them.
 - c. Check the score sheets for mathematical errors & clear handwriting before you leave the room.
 - d. Place the score sheets in the folder.
 - e. Inform the participants that they may reenter the room.
 - f. Announce that the judges may proceed with the oral critique if they wish while the winner is being computed.
 - i. Take the scores to Room 230 (Professor Holcomb's office)
 - ii. Only one bailiff may be in the computation room at a time, so you may have to wait outside the room.
 - g. Give the folder to the scorekeeper and wait while the scorekeeper computes the winner.
 - h. When the winner is determined, you will then return to your room with the results.

6. RETURN TO THE ROOM AND ANNOUNCEMENT OF WINNER

- a. Give the results to the Chief Justice who will announce the winner.
- b. Ask the judges whether the critiques are finished (Judges may continue with the critiques, but you do not have to wait – simply advise the judges of the time constraints (i.e. “the next argument starts at _____”).
- c. Thank everyone for participating.
- d. Before leaving room, make sure all bailiff supplies are together at bailiff station.

PLEASE REMEMBER:

DO NOT reveal specific scores to anyone. This information is confidential.

DO NOT reveal identities of any team

DO NOT start your round until you receive the signal from one of the administrative directors

DO NOT talk to competitors or coaches after the round concerning what took place in the round