

Timekeeping Procedures

I. **BEFORE THE TRIAL** (See information in *Timekeeper's Responsibilities* in these materials.)

II. **DURING THE TRIAL**

- A. Timekeepers play an essential role during a mock trial competition round and therefore must work together as a neutral "timekeeping team" to ensure that time is kept accurately and fairly for both sides in the round.
- B. Enter the Round Number and Team Codes in the spaces provided at the top of the Timekeeping Sheet. Arrange your stopwatches, time cards, and Time Card Use Table.
- C. Keep time during the trial, remembering the following:
1. Use one stopwatch for each side – PROSECUTION on your left and DEFENSE on your right.
 2. **RESET STOPWATCH TO ZERO *ONLY*** at the following times:
 - a. at the beginning of each side's opening statement;
 - b. at the beginning of each side's direct examination
 - c. at the beginning of each side's cross-examination; and,
 - d. at the beginning of each side's closing argument
 3. **DO NOT** reset stopwatch to zero at any other time.
 - a. **DO NOT** reset stopwatch to zero at the end of direct and cross-examinations (you will need to resume direct examination timing for redirect questioning, and cross-examination time for recross questioning);
 - b. **DO NOT** reset stopwatch to zero at the end of the Prosecution's closing argument (you will need to resume the Prosecution's closing argument timing for the Prosecution's **rebuttal**).
 4. **START** timing only when each attorney starts to speak, (i.e. when the attorney actually speaks the first word of his or her opening, closing, or examination question – examples include but are not limited to, "May it please the court...", or, "Your Honor, Ladies and Gentlemen of the jury..." [for openings/closings] or, "Please state your name for the court..." [for examination question) – **NOT** when an attorney responds to a presiding judge's inquiry as to whether or not that side is ready to proceed, asks for permission to reserve time for a rebuttal, asks for permission to use/move a podium, or to swear a witness, etc.)
 5. **STOP** timing during objections, responses to objections, questioning by the judge, and when the attorney says his or her last word on completion of a given task.
 6. Remember: **DO NOT** count time:
 - a. From the time an objection is raised until after the ruling by the presiding judge and the examining attorney says the first word to continue the examination;
 - b. During the time a judge may raise questions to a team or the panel.
 7. Time **DOES NOT STOP** for the introduction of evidence.
- D. Display time cards **simultaneously** throughout the round to **both teams** (attorneys and witnesses) and the presiding judge only at the intervals set out in the Time Card Use Table. Display the **STOP** card to both teams, the presiding, and the scoring judges.
- E. Timekeeping each trial is a function of both teams' timekeepers working together. Timekeepers **may not** display any increments of time (not outlined on the Time Card Use Table) to their own team independently of the opposing team's timekeeper at any time during the trial.

III. **DISCREPANCIES IN TIME BETWEEN TEAM TIMEKEEPERS DURING A TRIAL**

- A. If timing variations of **15 seconds or more** occur at the completion of any **task** (i.e. at the end of each opening, at the end of each witness examination, at the end of each cross-examination, and at the end of each closing argument) during the

trial, the timekeepers are to notify the presiding judge that a time discrepancy has occurred. In this event, one timekeeper will politely address the presiding judge and say, "Your Honor, under Rule 4.6 there is a time discrepancy of more than 15 seconds."

- B. The presiding judge will ask the nature of the discrepancy and then rule on the discrepancy before the trial continues.
- C. Timekeepers will synchronize their stopwatches to match the ruling of the presiding judge (as an example, if Prosecution/Plaintiff's stopwatch indicates that the Prosecution/Plaintiff has 2 minutes left in the direct examination block of time and the Defense stopwatch indicates time has expired in the direct examination block for the Prosecution/Plaintiff team, the presiding judge *might* decide to split the difference in the timing variation and give the Plaintiff team 1 minute to conclude the direct examination. The Defense timekeeper would adjust timing to allow for the 1 minute timing decision.)
- D. Any discrepancies between timekeepers less than 15 seconds will not be considered a violation.
- E. No time disputes will be entertained after the trial concludes.
- F. The decisions of the presiding judge regarding the resolution of timing disputes are final.

IV. **AFTER THE TRIAL**

- A. The timekeeper is NOT required to turn in the timekeeping sheet at the end of the trial.

**2015 Kentucky Middle School Mock Trial Tournament
Time Card Use Table**

For Direct Examination

When your stopwatch says	Hold up the timecard that says
5:00	20:00
10:00	15:00
15:00	10:00
20:00	5:00
21:00	4:00
22:00	3:00
23:00	2:00
24:00	1:00
24:20	0:40
24:40	0:20
25:00	STOP

For Cross-examination

When your stopwatch says	Hold up the timecard that says
5:00	15:00
10:00	10:00
15:00	5:00
16:00	4:00
17:00	3:00
18:00	2:00
19:00	1:00
19:20	0:40
19:40	0:20
20:00	STOP

For Opening Statements & Closing Arguments

When your stopwatch says	Hold up the timecard that says
1:00	4:00
2:00	3:00
3:00	2:00
4:00	1:00
4:20	0:40
4:40	0:20
5:00	STOP

**2015 Kentucky Middle School Mock Trial Tournament
Timekeeping Sheet**

Round Number: _____ Prosecution/Plaintiff Team Code: _____ Defense Team Code: _____

Opening Statements (5 minutes each)

Prosecution/Plaintiff _____
Defense _____

Direct/Redirect Examination of Three Prosecution/Plaintiff Witnesses (25 total minutes)

FIRST WITNESS (ending time) _____
SECOND WITNESS (cumulative ending time) _____
THIRD WITNESS (cumulative ending time: > 25 = time violation) _____

Cross/Recross-examination of Three Prosecution/Plaintiff Witnesses (20 total minutes)

FIRST WITNESS (ending time) _____
SECOND WITNESS (cumulative ending time) _____
THIRD WITNESS (cumulative ending time: > 20 = time violation) _____

Direct/Redirect Examination of Three Defense Witnesses (25 total minutes)

FIRST WITNESS (ending time) _____
SECOND WITNESS (cumulative ending time) _____
THIRD WITNESS (cumulative ending time: > 25 = time violation) _____

Cross/Recross-examination of Three Defense Witnesses (20 total minutes)

FIRST WITNESS (ending time) _____
SECOND WITNESS (cumulative ending time) _____
THIRD WITNESS (cumulative ending time: > 20 = time violation) _____

Closing Arguments (5 minutes each)

Prosecution/Plaintiff (and rebuttal, if any) _____
Defense _____

Remember: Clock Stops for Objections

Timekeeper's Signature: _____

Team Code: _____