Name:

Bailiff Preparation Form

Bailiff is responsible for enforcing the rules of the court, announcing the judge’s entry and exit, and swearing in witnesses.

**Announcing entry of the Judge:**

All Rise. The Circuit Court of Chinook County is now in session.

The Honorable presiding.

Stand until Judge says the courtroom may be seated.

For **each witness**, before they sit down in the witness chair, have them stand facing you.

**The Oath:**

Please raise your right hand.

Do you promise to tell the truth, the whole truth, and nothing but the truth?

The witness should respond “yes” or “I do” before they can be questioned by attorneys.

**End of the Trial:**

When the trial is concluded the judge will gavel the court closed and get up to leave. Bailiff should announce “all rise” and then stand up to lead the courtroom to stand until the judge exits the room.

**After jury deliberations:**

Repeat announcing the **entry of the judge** when the judge and jury return after deliberation.