Name:

Clerk Preparation Form

The Clerk is responsible for keeping time for the mock trial and for accepting any exhibits turned in by attorneys for the judge to view.

The clerk should sit near the judge and when an attorney hands over a copy of an exhibit, the clerk should then hand that to the judge and sit back down to time that part of the trial.

Each side is allowed 58 minutes in the trial, broken up over certain parts of the process. Clerk should use a stop watch and a 2nd clock or timer so that you can clock section times but also keep an eye on the overall time passing during the trial.

Parties may periodically ask the clerk how much time they have left in their section. Just subtract time passed on stopwatch from time allowed (listed on timesheet on back).

Timesheet for tracking trial times is on the back of this sheet.

*Bergeron v. Glampers* - Trial Timesheet

**PLAINTIFF TEAM**

**Opening**:

5 minute maximum - Used:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 1**

5 minutes each team

Direct Examination Cross Examination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 minutes each team

Plaintiff Rebuttal Defense Rebuttal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 2**

5 minutes each team

Direct Examination Cross Examination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 minutes each team

Plaintiff Rebuttal Defense Rebuttal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 3**

5 minutes each team

Direct Examination Cross Examination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 minutes each team

Plaintiff Rebuttal Defense Rebuttal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing:**

**5 minute maximum -** Used \_\_\_\_\_\_\_\_\_\_\_\_

***58 minutes Total Allowed***

**DEFENSE TEAM**

**Opening**:

5 minute maximum - Used:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 1**

5 minutes each team

Direct Examination Cross Examination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 minutes each team

Plaintiff Rebuttal Defense Rebuttal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 2**

5 minutes each team

Direct Examination Cross Examination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 minutes each team

Plaintiff Rebuttal Defense Rebuttal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 3**

5 minutes each team

Direct Examination Cross Examination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 minutes each team

Plaintiff Rebuttal Defense Rebuttal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing:**

**5 minute maximum -** Used \_\_\_\_\_\_\_\_\_\_\_\_

***58 minutes Total Allowed***