

Please make sure you have read the more detailed "Bailiff Instructions" before relying on this quick reference sheet. If you have any questions about bailiff procedures at any time, please ask the Bailiff Coordinator.

- 1) Check-in with the Bailiff Coordinator at least 30 minutes before your scheduled round.
- 2) Fill out the top part of the Bailiff Timekeeping Sheet (team numbers, date, round, room).
- 3) Go to your courtroom to make sure the room is set up properly.
- 4) Introduce yourself to the teams and ask them to fill out the Bailiff Timekeeping Sheet.
- 5) Check to make sure that the teams have allocated the time in accordance with the rules.
- 6) If you are using a watch that counts down, calculate when the time cards should be held up by filling out the bottom portion of the Bailiff Timekeeping Sheet.
- 7) Fill in the competitors' names on the Oral Round Scoresheets and place one Oral Round Scoresheet in front of each seat at the judges' table.
- 8) Return to the Bailiff Coordinator. Once they have been gathered, the Bailiff Coordinator will introduce you to your judges.
- 9) Ask the judges for their names and ask them to select a President.
- 10) Fill in the judges' names on the Bailiff Timekeeping Sheet and your Script. Be sure to learn the correct pronunciation of the judges' names so that you can announce them properly.
- 11) When the Bailiff Coordinator signals that it is time to go to the courtroom:
 - a. Escort the judges to the courtroom and ask them to wait outside.
 - b. Check to make sure the teams are ready and the audience is seated.
 - c. Return to the judges and escort them into the courtroom. Begin reading the Script as the judges enter the courtroom. Go to the bailiff's chair.
 - d. When everyone is settled, read the second portion of the Script.
- 12) During the round, keep the time and raise each timecard at the appropriate moment. **DO NOT STOP THE CLOCK OR SPEAK DURING AN ORALIST'S ARGUMENT FOR ANY REASON, UNLESS DIRECTED TO DO SO BY A JUDGE.**
- 13) When the arguments are over, ask the teams and audience to leave the room according to the Script. Once the room is cleared, the judges will deliberate.
- 14) If a team would like to submit a complaint, they must do so in writing within five minutes of the conclusion of the round. Once submitted, a complaint should be immediately taken to the Bailiff Coordinator or Administrator. Do not give the complaint to the Judges.
- 15) Once the judges have concluded their deliberation, gather all scoresheets and **MAKE SURE EACH ONE IS SIGNED.** Invite the teams and audience to return to the courtroom for comments from the judges. **TAKE THE SCORESHEETS IMMEDIATELY TO THE BAILIFF TABLE.**