

The Bailiff is the key to a smooth and successful oral round. A Bailiff may be asked numerous questions by participants and judges, so it is important that you become familiar with these instructions.

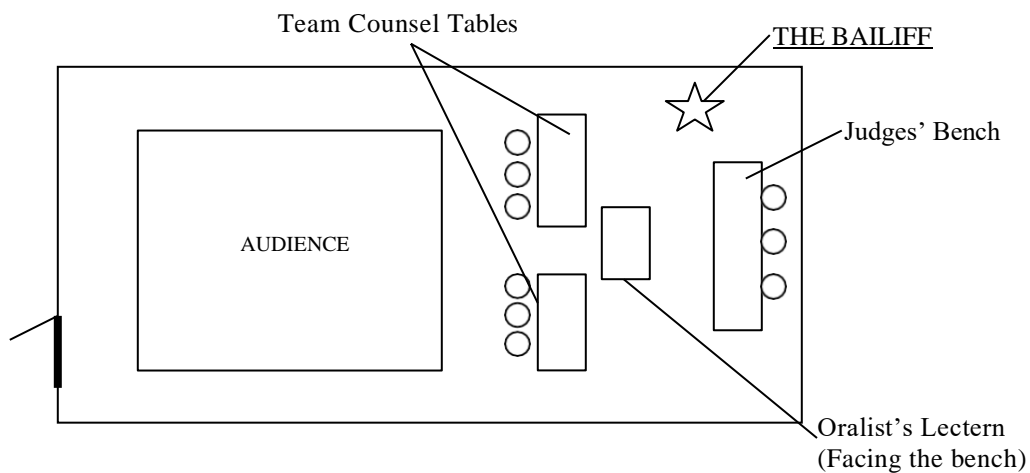
### BAILIFF RESPONSIBILITIES

#### 1.) CHECK-IN

- You should arrive at least 30 minutes to 1 hour before your scheduled rounds to check in with your supervisor and pick up your Bailiff Packet. You will have a Timekeeping Sheet, Script, and three Score Sheets.
- Check the timecards, they should be: 20, 15, 10, 5, 3, 1, and STOP. It is very important that each round begins on time. Please dress professionally and bring a watch if the supervisor has not indicated a time keeping device will be provided.

#### 2.) COURTROOM SET-UP

- After checking-in with the supervisor, go to your assigned courtroom and set up the room for your round. Before you enter the courtroom make sure an oral round is not in progress.
- Clean up the courtroom and make sure the courtroom resembles the following layout. Move the tables and chairs if necessary.
- Discard unneeded or used materials. Make sure the judge's bench and each counsel table have water, cups, paper, and pencils. Contact your supervisor if you need more supplies.



#### 3.) MEET THE TEAMS

- The teams should be in the courtroom at least 15 minutes before the round begins.
- Inform the team members that you will be their Bailiff, and give them the Bailiff Timekeeping Sheet

and Oral Round Score Sheets to complete their portion of the Timekeeping Sheet and to write their names on the Oral Round Score Sheets.

- Go to your seat and make sure both teams can see you hold up the Timecards and that the judges will be able to see as well.
- Retrieve all paperwork from the teams. You will keep the Timekeeping Sheet and give 1 Oral Round Score Sheet to each judge when you bring them in.
- **Please be cognizant of Teams' use of electronic devices and watches:**

Devices capable of transmitting messages or storing information are not allowed at the counsel table.

Tell teams all electronic devices must be turned off and removed from sight at this time and must remain off until the end of the round.

The Bailiff's time is the only official time of the match and that no one but the Bailiff may indicate how much time is left. Teams may use watches and stopwatches for their own reference so long as they make no sound and do not transmit information.

**\*If you notice any Team Member using prohibited electronic devices, please inform the Team *before* the Round begins that such use is prohibited. If you notice *during* the Round, please tell the Bailiff Coordinator *after* the Round\***

#### 4.) ADDRESS OBSERVERS

- Tell all observers that they must remain respectful of the courtroom. They must silence all electronic devices and should refrain from making distracting noises, such as folding newspapers, during oral argument.
- Tell observers that once the round has started, leaving is strongly discouraged. If someone must, they must do so as quietly and unobtrusively as possible and may not reenter.

#### 5.) MEET THE JUDGES

- Return to the Judges Room to meet your judges at least five minutes before the Round is set to begin.
- Introduce yourself to your judges and inform them that you will be their bailiff. Ask them to select a President of the Court. Learn the correct pronunciation of the Judges' names and write the names down on the Bailiff Script and one on each of the Oral Round Score Sheets then give them their Score Sheets.
- Escort the judges to the Courtroom.

#### 6.) BACK AT THE COURTROOM

- Once you return to your courtroom, ask the judges to wait outside for a moment. Go into the courtroom and check to make sure the teams are ready and the audience is seated.
- Allow the judges in. As they walk to the bench, begin reading the Bailiff Script:

**“All rise. The International Court of Justice is now in session . . .**

- Go to the bailiff's seat. As the judges sit down, the President will indicate to the oralists and audience to take their seats. You will remain standing and read the second part of the script:

**“The case before the court is the matter concerning . . .**

### **7.) KEEPING TIME**

- Go to your seat. Immediately set the time keeping device to the first oralist’s time. Wait until the oralist begins speaking to start keeping time.
- When it is time to hold up a time card, hold each card high for approximately 5 seconds or until it has been seen by the oralist and at least one of the Judges. The time cards indicate the amount of time remaining, NOT how much time has elapsed.
- Do not stop the clock unless instructed to do so by a judge.
- If an oralist does not use all of his or her time, the time is lost and may not be used later. Also, a team is not allowed to change its allotted time once the round has begun.
- An oralist may ask the judges for a few extra moments to conclude. The judges have discretion to grant more time. Keep track of the amount of extra time each team is given in case the judge would like to give the same amount to the other team.
- After both teams have completed all parts of their argument, including any rebuttal or surrebuttal, you should stand and announce the last part of the script:

**“The Honorable Court is now adjourned. Counsel and spectators will please clear the courtroom to allow the judges to deliberate.”**

### **8.) AFTER THE ROUND**

- Exit the room with everyone but the judges, giving the judges privacy to deliberate and complete the score sheets. Remain near the teams for 5 minutes in order to receive any written appeals the teams may have. If you receive an appeal, immediately bring it to your supervisor.
- Check in on the judges every few minutes to see if they are done deliberating. When the judges are finished, collect the score sheets and make sure each judge’s name is entered his/her name and signed his/her score sheet. Please deliver the score sheets your supervisor immediately unless a judge request to keep it for use during the feedback session. The score sheets are not to be revealed to the participants or anyone else.
- When the judges are ready to give feedback, invite the teams and audience to return to the courtroom. You can return to listen to the feedback session after you have delivered your score sheets.
- Return the remaining materials from your Bailiff Packet to your supervisor.

All questions relating to the competition should be addressed to your supervisor. Please remember that at all times, you are a representative of the Jessup Competition.

**The International Law Students Association and all participants in the Jessup Competition thank you for your service!**