**Courtroom Monitor Orientation**

* In person orientation/volunteer check in will start an hour before the round start time
* We will have breakfast/lunch served to volunteers during the orientation of each round so you are welcome to come early and help yourself!

**Before Pre-Trial Matters:**

* Welcome teams as they arrive in their courtroom. Teams can go to their respective attorney tables and timekeepers can go into jury box. Everyone else should remain outside the bar. Parents and coaches should remain outside the bar at all times.
* Make sure Gallery members are wearing clothing without school insignia or identification, etc. Teams’ identities are kept secret with Team Codes. If someone’s school is identified on their clothing on (ex. letter jacket, sweatshirt, etc.), politely explain that no school identifiers are allowed and ask that they remove it and return; otherwise, they can’t observe the round.
* No pictures allowed during the trial except by CBA. Pictures can be taken by parents/coaches only if discussed before or during pretrial and both teams agree that it is ok to take pictures
* Introduce yourself to Judge and Scoring Panelists. You are the go-to person if they need any assistance from the regional coordinators.
* Make sure Panelists are seated in back row of Jury Box, Timekeepers in the front row.
* Some judges might wait outside the courtroom until the trial is ready to start. If they do that, you will announce “All Rise” to the folks in the courtroom. At that point, the judge will enter, find their place on the bench, and do their thing.
  + If the judge is in the courtroom, you can ask if they would still like you to start with all rise or you can skip it. There are often a lot of other things going on at the beginning of the trials and it’s ok if this doesn’t happen!

**Pre-Trial Matters:**

* Conflict check: The judge will likely address this in the pretrial matters (pre-trial matters are in the volunteer brief packet that they were given at orientation.) Make sure conflict check happens prior to beginning the round. If the teams and/or gallery has any conflicts that are not approved by both teams, please notify the Mock Trial Committee on cell phone immediately.
  + Conflict check has to be something that would cause the judge or scorer a reason to be biased – use best judgement on this
  + Conflict is: my son/daughter is on the team or I used to coach a team at this school
  + Conflict is not: My kid plays soccer with someone from this school or I went to this high school 20 years ago
* Please wait for the thumbs up from the Mock Trial Committee that no other courtrooms have any conflicts before proceeding

**During Trial**

* Make sure there is no contact between performing students and coaches outside the bar
* If someone in the audience is being noisy remind them to be quiet. Same goes for excessive noise in the hallway. (you may have less control over this on the days that the courthouse is open to the public)
* No food or drink is allowed in the courtroom, water is ok
* Backup scoring panelist: all courtrooms should have 3-4 scoring panelists, 1 presiding judge and a courtroom monitor (you). If for some reason you end up short a scoring panelist, either you or the judge can fill in and score this round!
* If there is a medical emergency, please ask the judge to call a recess, then notify the Mock Trial Committee about what is going on. Call 911 if necessary.

**End of Trial**

* We are using a virtual scoring method. Scoring panelists are allowed to use their computers or cellphones to submit scores. We will also be providing them with a paper scoresheet so that they can take notes during the trial if they want. Even though they have the paper version, we want scores submitted through the virtual form. You will be provided with the scoresheet link in person and in this email as well
* When trial is over, head over to jury box and offer the scoring panelists help to submit their scoresheets (the sheets have a qr code that will take them to the form and there is also a link they can type in)
* If someone is really struggling or has a phone/computer that isn’t working, you can help submit their scores through your phone OR if it is easier, you can collect their handwritten scoresheets and run them back up to courtroom 280 where we will manually enter them!
* Please wait until all scoresheets are submitted before proceeding with critiques/comments from volunteers. You can check in with the Mock Trial Committee to confirm.
* Please collect any handwritten scoresheets so that we can dispose of them in our volunteer orientation room. We don’t want students/coaches finding their scores through disposed sheets
* After the trial/if anyone asks you can let them know that the next round pairings will be emailed out to coaches, posted outside the volunteer room and posted outside the team jury room once all of the courtrooms are finished with this current round.
* Please make sure, or politely remind students, to straighten out chairs, throw away trash, and clean up after themselves. We want the next group of students performing in that courtroom to have a clean/fresh start!

**Please enjoy yourself! This is a great program and we really appreciate your time and help!**