

**ARIZONA HIGH SCHOOL MOCK TRIAL TOURNAMENT**  
Timekeeper Instructions

1. **ALL TEAMS** are to bring two (2) timekeeping devices and a **trained** TIMEKEEPER. No stopwatches and no timecards will be available at the tournament. Your timekeeper(s) shall be designated on your team's registration. Timekeepers are to be so noted on your "team roster" form in each round.
2. **TWO timekeeping devices** are needed by each team (one device for keeping time for the Plaintiff/Prosecution and one device for keeping time for the Defense, regardless of which side your team is presenting). Each team must also have its own "**TIME-REMAINING**" CARDS. (The timekeeper must be familiar with the trial sequence chart and have practiced completing the tally sheet before the tournament begins.) In each trial, **both** teams' timekeepers will sit in the jury box (or other appropriate place if no jury box is available) and keep time **for both teams**. In all trials, **both timekeepers** will turn in the timing sheet to the mock trial coordinators (or their designees).
3. **WORKING TOGETHER**, timekeepers from both teams will (a) keep accurate time for both teams; (b) show "time-remaining" cards to both teams; and (c) notify the presiding judge that "TIME" has expired at the end of the trial by showing the "STOP" card.

At the end of each segment of the trial (i.e., at the end of both openings, at the end of each direct examination, at the end of each cross examination, and at the end of both closing arguments), **if there is more than a 15 second discrepancy** between the Plaintiff/Prosecution and Defense teams' timekeepers, the procedure below will be followed.

- If timing variations of 15 seconds or more occur at the completion of any segment of the trial, timekeepers are to notify the presiding judge that a time discrepancy has occurred.
- The presiding judge will rule on any time discrepancy before the trial continues. Timekeepers will synchronize timekeeping devices to match the presiding judge's ruling (for example if Plaintiff/Prosecution timekeeping device indicates 2 minutes left for plaintiff's case and the Defense device indicates time is expired, the presiding judge might decide to split the difference in the timing variation and give Plaintiff/Prosecution 1 minute to conclude. Defense would adjust timing to allow for the 1-minute timing decision.)
- Any discrepancies between timekeepers of less than 15 seconds WILL NOT be considered a violation.
- Timekeepers may raise time discrepancies only at the end of each phase of the trial presentation. No time disputes will be entertained after the trial concludes. The decisions of the presiding judge regarding the resolution of timing disputes are final.

Timekeepers' cards are to show time remaining as indicated on the Timecard Use sheet. Rounding seconds used up or down to whole minute integers will make timekeeping easier.

Both timekeepers are responsible for keeping accurate time. Both timekeepers are to sign their own timekeeping sheet and return both sheets with the judges' scoresheets.

**Arizona High School Mock Trial Tournament**  
**Timekeepers' Responsibilities**

**I. BEFORE THE TRIAL**

- A. Be sure to have:
- a) 1 Timekeeping Sheet;
  - b) 1 Timecard Use Sheet;
  - c) 2 timekeeping devices;
  - d) 1 set of timecards; and,
  - e) 2 pencils.
- B. Enter the courtroom; take your position (at the end of the jury box closest to the audience if a jury box is available). Rise when the judge and jury enter the courtroom. Be seated when the judge grants permission for all to be seated.

**II. DURING THE TRIAL**

- A. Enter the Round Number and Team names in the spaces provided at the top of the Timekeeping Sheet. Arrange your timekeeping devices, time cards and Time Card Use Table.
- B. Keep time during the trial, remembering the following.
1. Use one timekeeping device for each side – PLAINTIFF/PROSECUTION on your left and DEFENSE on your right.
  2. **RESET** timekeeping device to zero **at the beginning of each side's closing argument, if and only if the total time remaining for that team is greater than 5 minutes.**
  3. **DO NOT** reset the timekeeping device to zero at any other time.
  4. **START** timing only when the actual opening statement/closing argument or questioning begins (e.g., **do not start** when an attorney calls the next witness or when a witness is sworn).
  5. **STOP** timing during objections, responses to objections, and questioning by the judge.
  6. At the end of each segment of the trial (i.e., at the end of both openings, at the end of each witness examination, and at the end of both closing arguments), if there is **more than a 15 second discrepancy** between the Plaintiff/Prosecution and Defense teams' timekeepers, the procedure outlined below in **Section IV** will be followed.
- C. Display time cards to the attorneys and witnesses at the intervals set out in the Timecard Use Table. Display the STOP card to the presiding, scoring judges, and teams.

**III. AFTER THE TRIAL**

- A. Add up the time used for each side and sign the timekeeping sheet.
- B. Give your timesheet to the runner who picks up the scoresheets.
- C. Remind the judges that they have 5 minutes for debriefing and that you will signal when time for debriefing has expired.
- D. Reset your timekeeping device to zero and start time for the debriefing.
- E. Signal the presiding judge when the 5 minutes allowed for debriefing have expired.

#### IV. DISCREPANCIES IN TIME BETWEEN TEAM TIMEKEEPERS

- A. If timing variations of **15 seconds or more** occur at the completion of any segment of the trial, timekeepers are to notify the presiding judge that a time discrepancy has occurred.
- B. The presiding judge will rule on any time discrepancy before the trial continues. Timekeepers will synchronize timekeeping devices to match the presiding judge's ruling (for example if Plaintiff/Prosecution timekeeping device indicates 2 minutes left on a direct examination and the Defense timekeeping device indicates time is expired, the presiding judge might decide to split the difference in the timing variation and give Plaintiff/Prosecution 1 minute to conclude the direct examination. Defense would adjust timing to allow for the 1-minute timing decision.)
- C. Any discrepancies between timekeepers of less than 15 seconds will not be considered a violation.
- D. Timekeepers may raise time discrepancies only at the end of each segment of the trial presentation. No time disputes will be entertained after the trial concludes. The decisions of the presiding judge regarding the resolution of timing disputes are final.

# ARIZONA HIGH SCHOOL MOCK TRIAL TOURNAMENT

## Timekeeping Sheet

Round Number \_\_\_\_\_ Prosecution Team \_\_\_\_\_ Defense Team \_\_\_\_\_

### Opening Statements

Prosecution \_\_\_\_\_

Defense \_\_\_\_\_

### Direct/Redirect Examination of Three Prosecution Witnesses

FIRST WITNESS (cumulative ending time) \_\_\_\_\_

SECOND WITNESS (cumulative ending time) \_\_\_\_\_

THIRD WITNESS (cumulative ending time) \_\_\_\_\_

### Cross/Recross Examination of Three Prosecution Witnesses

FIRST WITNESS (cumulative ending time) \_\_\_\_\_

SECOND WITNESS (cumulative ending time) \_\_\_\_\_

THIRD WITNESS (cumulative ending time) \_\_\_\_\_

### Direct/Redirect Examination of Three Defense Witnesses

FIRST WITNESS (cumulative ending time) \_\_\_\_\_

SECOND WITNESS (cumulative ending time) \_\_\_\_\_

THIRD WITNESS (cumulative ending time) \_\_\_\_\_

### Cross/Recross Examination of Three Defense Witnesses

FIRST WITNESS (cumulative ending time) \_\_\_\_\_

SECOND WITNESS (cumulative ending time) \_\_\_\_\_

THIRD WITNESS (cumulative ending time) \_\_\_\_\_

### Closing Arguments (5 minutes each)

If a team's cumulative time used as shown on the stopwatch is less than 30 minutes, then reset the stopwatch so that the maximum 5 minute closing can be timed. If a team's cumulative time used is equal to or greater than 30 minutes, then do not reset the stopwatch and raise the STOP sign when the cumulative time reaches 35 minutes.

Prosecution \_\_\_\_\_

Defense \_\_\_\_\_

**Total time Prosecution (must be 35 minutes or less)** \_\_\_\_\_

**Total time Defense (must be 35 minutes or less)** \_\_\_\_\_

**TIMEKEEPER'S SIGNATURE** \_\_\_\_\_

**ARIZONA HIGH SCHOOL MOCK TRIAL TOURNAMENT**  
Timecard Use

For All Phases of Trial Up to Closing

<b>When your timekeeping device says</b>	<b>Hold up the timecard that says</b>
5:00	30:00
10:00	25:00
15:00	20:00
20:00	15:00
25:00	10:00
26:00	9:00
27:00	8:00
28:00	7:00
29:00	6:00
30:00	5:00
31:00	4:00
32:00	3:00
33:00	2:00
34:00	1:00
34:20	0:40
34:40	0:20
35:00	STOP

## For Closing Arguments

If the cumulative time shown on the timekeeping device prior to the closing is less than 30 minutes, then reset the device and use the following chart.

When your timekeeping device says	Hold up the timecard that says
1:00	4:00
2:00	3:00
3:00	2:00
4:00	1:00
4:20	0:40
4:40	0:20
5:00	STOP

If the cumulative time shown on the timekeeping device prior to the closing is equal to or greater than 30 minutes, then do **not** reset the device, announce the time remaining for closing argument (35 minutes minus the total time used up to that point) and use the following chart.

When your timekeeping device says	Hold up the timecard that says
31:00	4:00
32:00	3:00
33:00	2:00
34:00	1:00
34:20	0:40
34:40	0:20
35:00	STOP