

Summary order of Proceedings in Civil Matter

Role	Responsibility	Timing
Magistrate's Clerk	Provides score sheet and Solicitors' Pre-Trial notes to Magistrate	Prior to commencement of trial
Magistrate	Reviews Solicitors' Pre-Trial notes	Prior to commencement of trial
Court Officer	Opens court	n/a
Magistrate's Clerk	Calls case	n/a
1st Plaintiff Barrister	Gives opening address for plaintiff	5 minutes
1st Defence Barrister	Gives opening address for Defence	5 minutes
1st Plaintiff Barrister	Calls 1st plaintiff witness	n/a
Magistrate's Clerk	Obtains copies of 1st plaintiff witness/s statement from plaintiff team and provide to defence team for review	3 minutes for review
Court Officer	Swears 1st plaintiff witness	n/a
1st Plaintiff Barrister	Examines-in-chief 1st plaintiff witness	15 minutes
1st Defence Barrister	Cross-examines 1st plaintiff witness	15 minutes
2nd Plaintiff Barrister	Calls 2nd plaintiff witness	n/a
Magistrate's Clerk	Obtains copies of 2nd plaintiff witness/s statement from plaintiff team and provide to defence team for review	3 minutes for review
Court Officer	Swears 2nd plaintiff witness	n/a
2nd Plaintiff Barrister	Examines-in-chief 2nd plaintiff witness	15 minutes
2nd Defence Barrister	Cross-examines 2nd plaintiff witness	15 minutes
2nd Plaintiff Barrister	Closes case for the plaintiff	n/a
1st Defence Barrister	Calls 1st defence witness (defendant)	n/a



Magistrate's Clerk	Obtains copies of 1st defence witness/s statement from defence team and provide to plaintiff team for review	3 minutes for review
Court Officer	Swears 1st defence witness	n/a
1st Defence Barrister	Examines-in-chief 1st defence witness	15 minutes
1st Plaintiff Barrister	Cross-examines 1st defence witness	15 minutes
2nd Defence Barrister	Calls 2nd defence witness	n/a
Magistrate's Clerk	Obtains copies of 2nd defence witness/s statement from defence team and provide to plaintiff team for review	3 minutes for review
Court Officer	Swears 2nd defence witness	n/a
2nd Defence Barrister	Examines-in-chief 2nd defence witness	15 minutes
2nd Plaintiff Barrister	Cross-examines 2nd defence witness	15 minutes
1 st Defence Barrister	Closes case for the defence	n/a
Court Officer	Adjourns court for short recess	10 minutes
Court Officer	Re-opens court	n/a
2nd Plaintiff Barrister	Gives closing address for the plaintiff	15 minutes
2nd Defence Barrister	Gives closing address for the defence	15 minutes
Court Officer	Adjourns court	n/a
Magistrate's Clerk	Provides time-sheet and list of objections and Solicitors' Trial notes to Magistrate	n/a
Magistrate	Reviews time-sheet and list of objections and Solicitors' Trial notes	n/a
Magistrate	Finalises and tallies scores and invites teachers to check scores and raise any issues	n/a
Magistrate	Delivers judgment on the case and announces the scores of each team	n/a
Court Officer	Closes court	n/a
		TOTAL TIME ALLOWED: 2-3 hours