

Summary Order of Proceedings – Civil Matter

Role	Responsibility	Timing
Magistrate's Clerk / Host school (if virtual trial)	Provides to the Magistrate: -the score sheet with the names of the case, participating schools and students recorded on it; and -the Solicitors' Pre-Trial Notes	Prior to the commencement of trial
Magistrate	Reviews Solicitors' Pre-Trial Notes	Prior to the 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's team and provides 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	12 minutes
1st Defence Barrister	Cross-examines 1st plaintiff witness	12 minutes
2nd Plaintiff Barrister	Calls 2nd plaintiff witness	N/A
Magistrate's Clerk	Obtains copies of 2nd plaintiff witness's statement from plaintiff's team and provides to defence team for review	3 minutes for review
Court Officer	Swears 2nd plaintiff witness	N/A

Role	Responsibility	Timing
2nd Plaintiff Barrister	Examines-in-chief 2nd plaintiff witness	12 minutes
2nd Defence Barrister	Cross-examines 2nd plaintiff witness	12 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 provides to plaintiff's team for review	3 minutes for review
Court Officer	Swears 1st defence witness	N/A
1st Defence Barrister	Examines-in-chief 1st defence witness	12 minutes
1st Plaintiff Barrister	Cross-examines 1st defence witness	12 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 provides to plaintiff's team for review	3 minutes for review
Court Officer	Swears 2nd defence witness	N/A
2nd Defence Barrister	Examines-in-chief 2nd defence witness	12 minutes
2nd Plaintiff Barrister	Cross-examines 2nd defence witness	12 minutes

Role	Responsibility	Timing
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	10 minutes
2nd Defence Barrister	Gives closing address for the Defence	10 minutes
Court Officer	Adjourns court	N/A
Magistrate's Clerk / Host school (if virtual trial)	Provides timesheet and list of objections to the Magistrate	N/A
Magistrate	Prior to the adjournment, the Magistrate enquires with the teachers as to whether there are any issues of concern in relation to the conduct of the mock trial. During the adjournment, the Magistrate reviews the timesheet and list of objections. The Magistrate also finalises, tallies and checks the scores and settles the judgment on the case.	5 minutes
Magistrate	After the adjournment, the Magistrate delivers judgment on the case and announces the scores of each team	5 minutes
Court Officer	Closes court	N/A
		TOTAL TIME ALLOWED: 3 hours' maximum