

Summary Order of Criminal Proceedings

Role	Responsibility	Timing
Magistrate's Clerk / Host school (if a virtual trial)	Provide to Magistrate: <ul style="list-style-type: none"> • Scoresheet with case and school details included; and • Solicitor's pre-trial notes 	Prior to the commencement of the trial
Magistrate	Review Solicitor's pre-trial notes	Prior to the commencement of the trial
Court Officer	Opens court	n/a
Magistrate's Clerk	Calls case	n/a
First Prosecution Barrister	Gives opening address for Prosecution	5 minutes
First Prosecution Barrister	Calls first Prosecution Witness	n/a
Magistrate's Clerk	Obtains copies of first Prosecution Witness's statement from Prosecution team and provides to Defence team for review	3 minutes for review
Court Officer	Swears first Prosecution Witness	n/a
First Prosecution Barrister	Examines-in-chief first Prosecution Witness	12 minutes
First Defence Barrister	Cross-examines first Prosecution Witness	12 minutes
Second Prosecution Barrister	Calls second Prosecution Witness	n/a
Magistrate's Clerk	Obtains copies of second Prosecution Witness's statement from Prosecution team and provides to Defence team for review	3 minutes for review

Court Officer	Swears second Prosecution Witness	n/a
Second Prosecution Barrister	Examines-in-chief second Prosecution Witness	12 minutes
Second Defence Barrister	Cross-examines second Prosecution Witness	12 minutes
Second Prosecution Barrister	Closes case for the Prosecution	n/a
First Defence Barrister	Gives opening address for Defence	5 minutes
First Defence Barrister	Calls first Defence Witness (Defendant)	n/a
Magistrate's Clerk	Obtains copies of first Defence Witness's statement from Defence team and provides to Prosecution team for review	3 minutes for review
Court Officer	Swears first Defence Witness	n/a
First Defence Barrister	Examines-in-chief first Defence Witness	12 minutes
First Prosecution Barrister	Cross-examines first Defence Witness	12 minutes
Second Defence Barrister	Calls second Defence Witness	n/a
Magistrate's Clerk	Obtains copies of second Defence Witness's statement from Defence team and provides to Prosecution team for review	3 minutes for review
Court Officer	Swears second Defence Witness	n/a
Second Defence Barrister	Examines-in-chief second Defence Witness	12 minutes
Second Prosecution Barrister	Cross-examines second Defence Witness	12 minutes
Second Defence Barrister	Closes cases for the Defence	n/a
Court Officer	Adjourns court for short recess	10 minutes
Court Officer	Re-opens court	n/a

Second Prosecution Barrister	Gives closing address for the Prosecution	10 minutes
Second 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 Magistrate	n/a
Magistrate	<p>Prior to the adjournment, the Magistrate enquires of the teachers whether there are any concerns regarding the conduct of the mock trial.</p> <p>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</p>	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