



Summary Order of Civil Proceedings

| Role | Responsibility | Timing |
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| 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 Plaintiff Barrister | Gives opening address for Plaintiff | 5 minutes |
| First Defence Barrister | Gives opening address for Defence | 5 minutes |
| First Plaintiff Barrister | Calls first Plaintiff witness | n/a |
| Magistrate's Clerk | Obtains copies of first Plaintiff Witness's statement from Plaintiff team and provides to Defence team for review | 3 minutes for review |
| Court Officer | Swears second Plaintiff Witness | n/a |
| Second Plaintiff Barrister | Examines-in-chief second Plaintiff Witness | 12 minutes |
| Second Defence Barrister | Cross-examines second Plaintiff Witness | 12 minutes |
| Second Plaintiff Barrister | Closes case for the Plaintiff | n/a |
| First Defence Barrister | Calls first Defence Witness | n/a |
| Magistrate's Clerk | Obtains copies of first Defence Witness's statement from Defence | 3 minutes for review |

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| | team and provides to Plaintiff team for review | |
| Court Officer | Swears first Defence witness | n/a |
| First Defence Barrister | Examines-in-chief first Defence Witness | 12 minutes |
| First Plaintiff 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 Plaintiff 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 Plaintiff Barrister | Cross-examines second Defence Witness | 12 minutes |
| First 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 |
| Second Plaintiff Barrister | Gives closing address for the Plaintiff | 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 a 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 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 |

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| Magistrate | After the adjournment, the Magistrate delivers judgement on the case and announces the scores of each team. | 5 minutes |
| Court Officer | Closes court | n/a |

Total time allowed: 3 hours maximum