

BAILIFF INSTRUCTIONS/NOTES

1. Announce the Judge's entrance. When everyone is in the classroom/ courtroom, you will say: "All rise," meaning that everyone should stand up and be quiet.
(IN SCRIPT)
2. Say, "This Court is now in session."
3. The Judge comes in and sits down and tells everyone to be seated.
4. Stand/or sit next to the Clerk during the trial. In a real trial when everyone is ready, the Judge will ask you to bring in the jury. *For mock trials, the jury will already be seated.*
5. WHENEVER a witness is called, you escort them so they are standing in front of the clerk who will swear them in. (just stand next to them and wait).
6. You escort each of the witnesses to the witness stand where they will sit and testify (go back by the clerk).
7. AFTER THE TRIAL, the Judge will tell jurors they have 5 minutes to deliberate. You lead them to their place of deliberation, stand nearby, and after the Jury Foreperson rings the bell/buzzer, you, as bailiff, will lead jurors back into the courtroom to their same seats in the "jury box."
9. Most Judges just ask the jury foreperson to read the verdict – *sometimes* before the verdict is read the Judge wants to see the verdict form. In that case you would then get it from the Jury Foreperson and hand it to the Judge to see. After he looks at it, he will give it back to you and you will return it to the Jury Foreperson.
10. IF GUILTY, you CAN take the defendant into custody, (pretend to take him/her away to jail).