

## CLERK INSTRUCTIONS/NOTES

1. Whenever a witness is called, the bailiff will escort them up to you. They will face you. You should raise your right hand and ask them to raise theirs. (You may also use a book/bible for swearing in)
2. Read your script by saying: “Do you swear to tell the truth, the whole truth, and nothing but the truth?”
3. If there is evidence to be presented in trial, the lawyers will bring it to you and you will mark it as: Exhibit A – B, etc.