

Summary Order of Proceedings – Civil Matter

Role	Responsibility	Timing
Magistrate's Clerk	Provides to the Magistrate: -the score sheet with the names of the region, 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	15 minutes
1st Defence Barrister	Cross-examines 1st plaintiff witness	15 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	15 minutes
2nd Defence Barrister	Cross-examines 2nd plaintiff witness	15 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	15 minutes
1st Plaintiff Barrister	Cross-examines 1st defence witness	15 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	15 minutes
2nd Plaintiff Barrister	Cross-examines 2nd defence witness	15 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	<p>The Magistrate enquires with the teachers as to whether there are any issues of concern in relation to the conduct of the mock trial.</p> <p>The Court Officer adjourns the court for a further short recess.</p> <p>During this recess, the teachers email the completed time-sheet and list of objections to the Magistrate.</p> <p>The Magistrate reviews the time-sheet and list of objections.</p> <p>The Magistrate also finalises, tallies and checks the scores.</p>	5 minutes
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