

Each team (both prosecution and defense) is required to designate an adult to serve as official Courtroom Observer/Chaperone. No one should enter the courtroom until the observers have entered and completed a survey of the room. The general rule is that nothing in the courtroom should be touched or moved by Mock Trial participants.

The observer's responsibilities include:

- Before teams enter the courtroom, make note of where chairs, easels, or other items are arranged. You can take photos of the courtroom or you can use the diagram on the back of this form so you know how things were originally placed;
- After each trial, to ensure that all furniture and courtroom items are replaced to their original positions and conditions; and
- Watching for proper treatment of courtroom by participants and spectators during the trial.

The observer's responsibilities DO NOT include watching for rule or procedural violations.

CHECKLIST

Courtroom # _____ Round # _____ Prosecution Code _____ Defense Code _____

Number of chairs in courtroom _____

Are there documents (papers/notebooks) in the jury box?
(If yes, the documents cannot be touched.) YES NO

Are there items (papers/notebooks) on the clerk desk?
(If yes, do not move or remove anything from the desk.) YES NO

Are the chalkboards/whiteboards blank?
(Do not use and do not erase.) YES NO

Make sure:

All items (chairs, easels, etc.) that were moved were replaced to its original location.

All trash was picked up and removed from the courtroom.

COMMENTS: _____

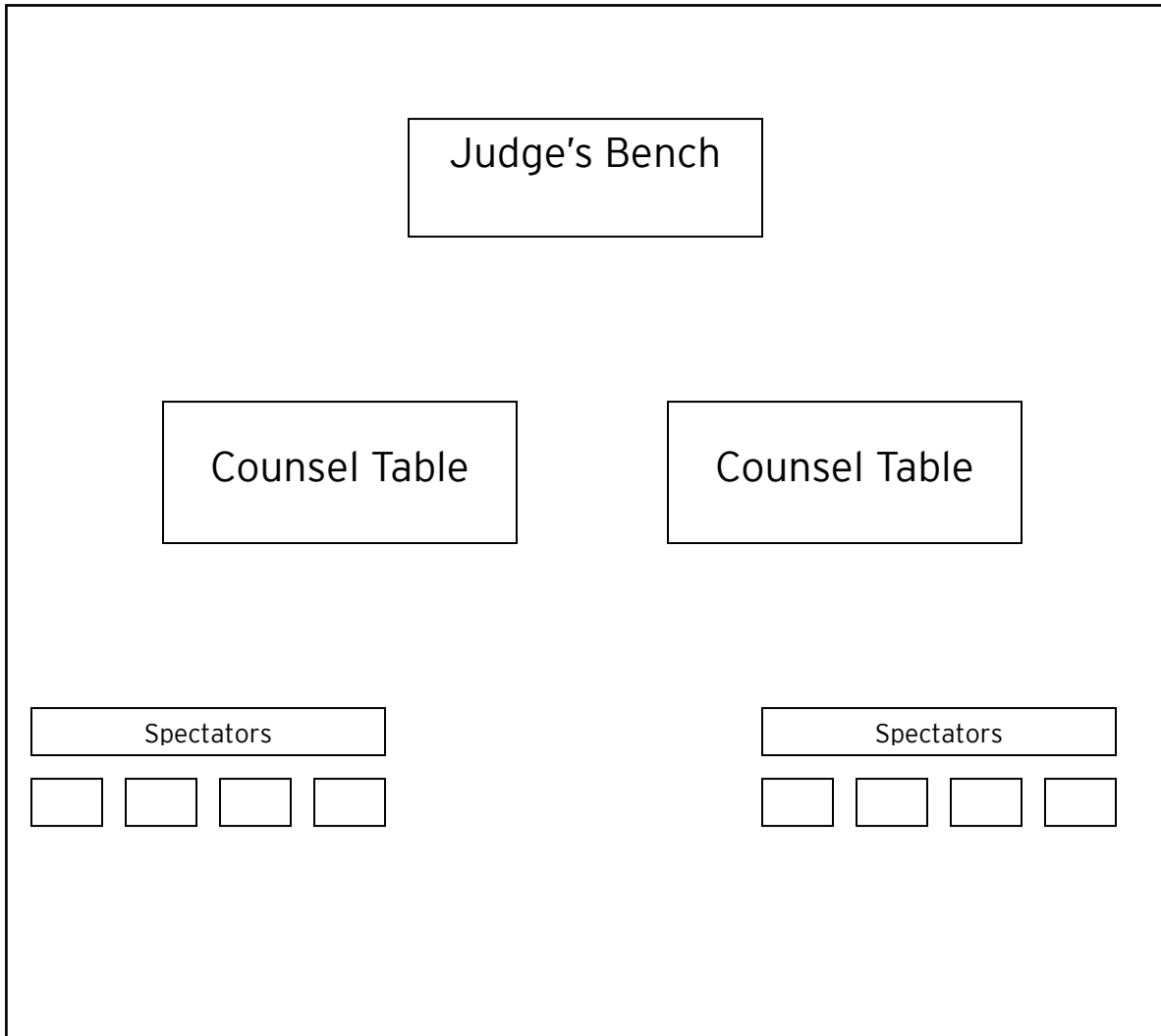
I, _____, the Official Courtroom Observer for team # _____ hereby certify that the
(name of observer)

above information is accurate and true.

SIGNATURE _____ DATE _____

*Turn in completed form to president.
Diagram in back*

Courtroom Diagram



Notes: