

Presiding Judge Checklist

- ✓ Welcome the students, teachers, attorney coaches, and parents and friends.
- ✓ Introduce yourself and ask Scoring Judges to introduce themselves.
- ✓ Verify this is Team ____ as Plaintiff and Team ____ as Defendant.
- ✓ USE LETTERS ONLY! Never ask team to identify its school.
- ✓ Verify timers for each team.
- ✓ Ask each side to present a team roster to you and a copy to each scoring judge.
- ✓ Complete Presiding Judge Score Sheet and Judge Timesheet.
- ✓ At the conclusion of the trial, collect score sheets from the scoring judges. **Review carefully to see that all scores are entered, that the “Tiebreaker” box has been completed and that the score sheets are signed.**
- ✓ Turn in completed score sheets to the score sheet runner.
- ✓ Provide up to **3 minutes per judge** student feedback after first three rounds. There is no feedback after the fourth round.

