

2025 - Summary Order of Proceedings – Civil Matter

Role	Responsibility	Timing
Magistrate's Clerk / Host school (if virtual trial)	Provides to the Magistrate: -the score sheet with the names of the 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	12 minutes
1st Defence Barrister	Cross-examines 1st plaintiff witness	12 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	12 minutes
2nd Defence Barrister	Cross-examines 2nd plaintiff witness	12 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	12 minutes
1st Plaintiff Barrister	Cross-examines 1st defence witness	12 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	12 minutes
2nd Plaintiff Barrister	Cross-examines 2nd defence witness	12 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	Adjourns court	N/A
Magistrate's Clerk / Host school (if virtual trial)	Provides timesheet and list of objections to the Magistrate	N/A
Magistrate	<p>Prior to the adjournment, 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>During the adjournment, the Magistrate reviews the timesheet and list of objections. The Magistrate also finalises, tallies and checks the scores and settles the judgment on the case.</p>	5 minutes
Magistrate	After the adjournment, the 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