

2025 - Summary Order of Proceedings – Criminal 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 Prosecution Barrister	Gives opening address for Prosecution	5 minutes
1st Prosecution Barrister	Calls 1st prosecution witness	N/A
Magistrate's Clerk	Obtains copies of 1st prosecution witness's statement from prosecution team and provides to defence team for review	3 minutes for review
Court Officer	Swears 1st prosecution witness	N/A
1st Prosecution Barrister	Examines-in-chief 1st prosecution witness	12 minutes
1st Defence Barrister	Cross-examines 1st prosecution witness	12 minutes
2nd Prosecution Barrister	Calls 2nd prosecution witness	N/A
Magistrate's Clerk	Obtains copies of 2nd prosecution witness's statement from prosecution team and provides to defence team for review	3 minutes for review

Court Officer	Swears 2nd prosecution witness	N/A
2nd Prosecution Barrister	Examines-in-chief 2nd prosecution witness	12 minutes
2nd Defence Barrister	Cross-examines 2nd prosecution witness	12 minutes
2nd Prosecution Barrister	Closes case for the prosecution	N/A
1st Defence Barrister	Gives opening address for Defence	5 minutes
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 prosecution 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 Prosecution 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 prosecution 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 Prosecution Barrister	Cross-examines 2nd defence witness	12 minutes
2nd 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 Prosecution Barrister	Gives closing address for the Prosecution	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	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. 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.	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