

Bailiff Procedure and Scripts

Opening Court

When the judges enter the courtroom, the bailiff must open court and signal participants to stand in recognition. Bailiffs may use the following neutral script that can be read regardless of location or competition level.

“All rise. Here ye, hear ye, the U.S. District Court for the Middle District of Buckeye is open pursuant to adjournment. All having business before this honorable court draw near, give attention, and you shall be heard. You may be seated.”

Swearing in Witnesses

After both teams have presented opening statements, the bailiff must swear in all participating witnesses, prior to any witness taking the stand. If the presiding judge forgets this step, the bailiff must stand and address the judge to remind them that witnesses must be sworn in.

The bailiff should begin the process by using the following script.

“Will all witnesses and parties who are to give testimony in these proceedings please step to the front?”

Once all witnesses are at the front of the court, the bailiff will swear them in. The bailiff will raise their right hand and address the witnesses with the following script.

“Please raise your right hand. Do you affirm that the testimony you are about to give will comply with the facts and rules of the Ohio Mock Trial Competition?”

Witnesses will answer in the affirmative and then the trial may proceed.

Call Court Back to Session

When the trial has concluded and judges re-enter the courtroom after having completed their scoresheets, the bailiff must call court back to session using the following script.

“All rise. Court is now back in session.”

Once judges are seated, the bailiff instructs the audience and participants to be seated.

Closing Court

When judges have concluded their comments, the bailiff must officially close court by reading the following script.

“All rise. This honorable court is hereby adjourned.”