

Mock Trial Judge Checklist
Items for Virtual Only in Bold & Italic

Pretrial Computer

- Have Zoom app installed.***
- Ensure screen name is properly listed. (Breakout Room #-Name-Role)***
- Check camera and microphone work. (Use of headphone/microphone device will work better)***
- Have a copy of electronic scoresheet, found on website or sent with your email confirmation***
- Have Zoom link. (Sent with your email confirmation and assignment)***

Pretrial Preparation

- Have copies of case and latest updates
- Read case and updates to case
- Read scoring tips
- Review judges training video or scoring/presiding role videos posted on Mock Trial webpage
- If not already assigned, determine who will Preside

Scoring Judge

- Print scratch scoresheet. (Complete scores immediately after each performance)
- Make agreement with co-judges on will step in to Presiding role in the event connection is lost***
- Have trial script, just in case presiding judge gets dropped from session***
- After trial, complete and submit electronic scoresheet***
- If the Presiding Judge has been disconnected and has not returned, enter the names selected for Best Attorney and Best Witness for each side***
- After trial, give completed scoresheet to Presiding Judge

Presiding Judge

- Print scratch scoresheet. (Complete scores immediately after each performance)
- Have trial script
- After trial, complete and submit electronic scoresheet.***
- Enter the names selected for Best Attorney and Best Witness for each side***
- Make sure the scoresheets get to Kim
- If there are Courtroom Artist submissions, please mail those to Kim within the next 48 hours concluding the round. [We have asked Greater Minnesota Artists to mail those on their own, so you may not see a submission. Hennepin and Ramsey County locations will have submissions given directly to you to turn in with the scoresheets.]