

### 2024 Observer Form

Each team (both prosecution and defense) is required to designate an adult to serve as the official Courtroom Observer/Chaperone. No one should enter the courtroom until the observers have entered and completed a survey of the room. The general rule is that nothing in the courtroom should be touched or moved by Mock Trial participants.

The observer's responsibilities include:

- Before teams enter the courtroom, make note of where chairs, easels, or other items are arranged. You can take photos of the courtroom, or you can use the diagram on the back of this form, so you know how things were originally placed.
- After each trial, ensure that all furniture and courtroom items are replaced to their original positions and conditions.
- Watching for proper treatment of the courtroom by participants and spectators during the trial.

The observer's responsibilities DO NOT include watching for rule or procedural violations.

<u>CHECKLIST</u>		
Courtroom # _____	Round # _____	Prosecution Code _____ Defense Code _____
Number of chairs in courtroom _____		
Are there documents (papers/notebooks) in the jury box? (If yes, the documents cannot be touched.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there items (papers/notebooks) on the clerk's desk? (If yes, do not move or remove anything from the desk.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are the chalkboards/whiteboards blank? (Do not use <u>and</u> do not erase.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Make sure:		
<input type="checkbox"/> All items (chairs, easels, etc.) that were moved were replaced to its original location.		
<input type="checkbox"/> All trash was picked up and removed from the courtroom.		
COMMENTS: _____		

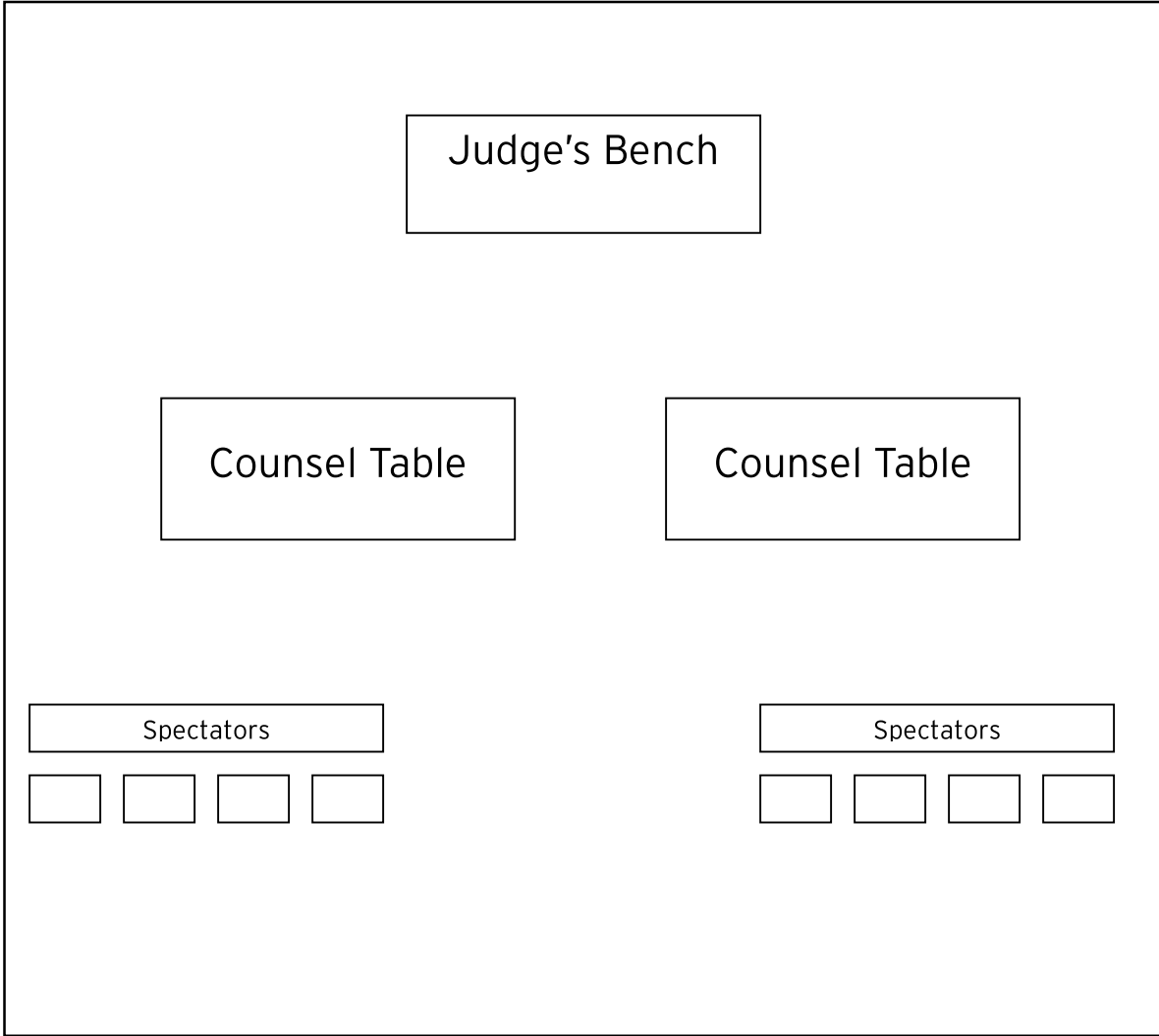
I, \_\_\_\_\_, the Official Courtroom Observer for team # \_\_\_\_\_ hereby certify that the  
(name of observer)

above information is accurate and true.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***Turn in this completed form to the president.***

## Courtroom Diagram



Notes: