

**BAILIFF SCRIPT**

**BEFORE COURT CONVENES:**

* Maintain order in the courtroom.
* Be alert to defendants as they arrive and direct them to the coordinator.
* Collect gum and remind gentlemen to remove their hats.

**WHILE COURT IS IN SESSION:**

* Maintain order in the courtroom.
* When the judge first opens the chambers’ door to take the bench, state in a loud, clear voice:

**ALL RISE, THE WV TEEN COURT ASSOCIATION IS NOW IN SESSION. THE HONORABLE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRESIDING.**

* Direct jurors to their seats as their names are called. Hand each juror a pencil and binder.
* After witnesses are placed under oath, assist with the microphone placing it as close to their mouth as possible.
* Stay alert to the events of the trial.
* After the jury has heard the case and is ready to leave the courtroom to deliberate the sentence, take the oath to take charge of the jury.
* When exiting, take the jury folder with you and leave it with the foreperson.
* While the jury deliberates, stay near the door to assure that no one leaves or enters.
* Do not speak to the jurors.
* When the jury has agreed on a sentence, advise the judge that the jury has reached a verdict and ask for directions on returning the jury to the courtroom.
* Bring the jury back to the jury box.
* When the judge re-enters/re-seats in the court, announce:

**PLEASE REMAIN SEATED AND COME TO ORDER.**

* With the judge’s instruction, get the verdict form from the jury and hand it to the judge to review.
* Leave everything on the desk when the trial is over.