**Courtroom Outline:**

1. **Before the Trial**
   1. Evidence is submitted and numbered for identification – All physical evidence, such as documents, weapons or photographs should be admitted into evidence and numbered for identification.
2. **Jury and Introductions**
   1. Introduce judge, clerk, deputy sheriffs/bailiffs, attorneys, and parties
   2. Remarks by judge to the jury regarding
      1. Nature of a trial
      2. Nature of the case
      3. List of witnesses
   3. Jury is sworn in by the judge.
   4. Remarks by judge to the jury regarding their duties and opening statements
3. **Opening Statements**

Each side may outline the proof to be presented to the jury during the trial. Opening statements are not evidence, only expectations of what each side expects the evidence to prove.

1. **Presentation of Evidence and Testimony of Witnesses**
   1. Case in Chief – the side with the burden of proof (in this case, the prosecution) presents its evidence and calls its witnesses. The defense will have an opportunity to cross-examine each witness.
   2. Defense Case – the defense presents its evidence and calls its witnesses. The prosecution will have an opportunity to cross-examine each witness.
   3. Rebuttal – Prosecution has a chance to argue against the evidence provided by the defense by calling upon more witnesses
   4. Surrebuttal – Defense has a chance to argue against the evidence provided by the prosecution by calling upon more witnesses

During the trial, if one attorney objects to a question, (s)he presents her/his objection to the judge. These are questions of legal technicality. The judge will advise the jury of any information they need to make their decision, or instruct them to disregard what should not be considered. A ruling by the judge to sustain or overrule an objection does not mean that the judge is taking sides. She is applying the law which permits or does not permit the question to be asked or the answer to the question.

When each side has presented all their evidence, they "rest" their case.

1. **Closing Arguments**

The attorneys summarize the evidence and try to persuade the jury to find in favor of their client. The plaintiff has the burden of proof and therefore has the opportunity to open and close the arguments.

1. **Presentation of Jury Instructions (Charging the Jury)**

The judge reads the instructions of law to the jury, defines the issues the jurors must decide and informs them of the law that governs the case. Jurors may not decide cases based on the laws as they would like them to be but must reach a verdict on the laws as they are. This is their sworn duty.

1. **Deliberation**

The jury retires to the deliberation room to consider the case and reach a verdict. The jury first elects a foreperson who will see that discussions are conducted in a sensible and orderly fashion, that all issues are fully and fairly discussed, and that every juror is given a fair chance to participate. If the jurors have a question during their deliberation, they may write it down and have the bailiff deliver it to the judge.

When a verdict has been reached, the jurors agreeing to the verdict sign the form and notify the bailiff. The verdict is read by the clerk and the judge thanks and dismisses the jurors.