

## Cheat Sheet

### **Bailiff**

- When my judge is not in the courtroom, I help keep things running smoothly in the judge's chambers.
- When my judge is in the courtroom, I'm in the courtroom too. I get things the judge needs and makes sure there is order in the court.

### **Civil Attorney for the Defendant**

- Before a trial, I study the law, talk to witnesses, and gather evidence to build a case to show my client did not break the law or violate anyone's rights. Often, I work with the other side's lawyer to try to settle the case without a trial.
- During a trial, I present evidence to convince the jury that my client did not violate the other side's rights and does not owe the other side anything.

### **Civil Attorney for the Plaintiff**

- Before a trial, I study the law, talk to witnesses, and gather evidence to build a case to show that the defendant violated my client's rights. Often, I work with the other side's lawyer to try to settle the case without a trial.
- During a trial, I present evidence to convince the jury that the defendant violated my client's rights and owes something to my client.

### **Civil Defendant**

- Before a trial, I give my lawyer as much information as I can to help her prove that I did not break the law or violate the other person's rights.
- During a trial, I sit next to my lawyer and hope that the judge or jury will decide I did not break the law or violate the other person's rights. I will probably get up and tell my side of the story.

### **Court Clerk**

- When I'm not in the courtroom, I finish up the official notes I took in the courtroom. I also mark all the evidence the lawyers want to use during the trial and give each piece of evidence a number.
- When I'm in the courtroom, I use a computer to take official notes about what happens.

### **Court Reporter**

- When I'm not in the courtroom, I am busy editing transcripts I typed during other court proceedings like hearings or trials.
- When I'm in the courtroom, I transcribe what everyone says word for word.

### **Criminal Defendant**

- Before a trial, I give my lawyer as much information as I can to help him either prove I did not commit a crime or show why my punishment should not be so severe.
- During a trial, I sit with my lawyer and hope the judge or jury will decide I did not commit a crime. I probably won't tell my side of the story, because the Constitution says I don't have to testify against myself.

## Cheat Sheet

### **Criminal Defense Attorney**

- Before a trial, I study the law, talk to witnesses, and gather evidence to build a case to prove my client is innocent of any crime. If I can't do that, I work to get my client the most fair punishment.
- During a trial, I present evidence to convince the jury that my client did not commit a crime.

### **Judge**

- Before a trial, I read all the documents that each side files with the court so I know what's going on. I also go in the courtroom to make decisions about different issues that come up as the lawyers prepare for trial.
- During a jury trial, I make sure the lawyers follow courtroom rules and I explain to the jury what the law says so they can make a decision.

### **Judicial Assistant**

- Before a trial, I keep records of all the documents the lawyers send to my judge. I keep my judge organized by keeping track of how the case is proceeding as it moves toward trial.
- During a trial, I am around to make sure the lawyers and the judge have everything they need.

### **Juror**

- Before a trial, I am just a regular citizen going about my business.
- During a trial, I listen carefully to all the evidence so I can help. Then I will go into a room with the rest of my group to decide what really happened.

### **Plaintiff**

- Before a trial, I give my lawyer as much information as I can to help him prove that my rights were violated.
- During a trial, I sit with my lawyer and hope that the judge or jury will decide my rights were violated and order the other side to pay me back.

### **Prosecutor**

- Before a trial, I study the law, talk to witnesses, and gather evidence to build a case to prove the defendant committed a crime. I also negotiate with the other side to offer the defendant the most fair punishment.
- During a trial, I present evidence to convince the jury that the defendant committed a crime.

### **Victim**

- Before a trial, I will give the prosecutor as much information as I can to help her convict the person who committed a crime against me.
- During a trial, I might sit in the courtroom and watch the trial if it is not too upsetting for me. I am not involved in the trial because the state presses charges against that person for me.

### **Witness**

- Before a trial, I meet with lawyers and tell them what I heard or saw, to help them prepare their cases.
- During a trial, I come to the courtroom to testify about what I heard or saw.