

HANDOUT 6: Court Clerk and Sheriff

Court Clerk/Recorder

- Assists the judge
- Takes notes during the trial
- Swears in or affirms the witnesses and asks the witnesses to state their names for the record
- Takes care of the exhibits and keeps them secure
- Tape records the whole trial and keeps a tape log which lists the order of witnesses
- May make transcriptions from this recording
- Works in the Supreme Court, the Provincial Court and the Court of Appeal

Deputy Sheriff

- Transports prisoners from jail to the court in a criminal proceeding
- Takes care of prisoners in the courtroom in a criminal proceeding
- Protects the judge, jury, accused and other court personnel and the public
- Serves court documents
- Summons the panel for jury selection
- Organizes the jury during the selection process
- Looks after the jury once it has been selected

