2015 MOCK TRIAL TOURNAMENT

COUNTY BAR ASSOCIATION/LAW-RELATED EDUCATION PROGRAM
CHECKLIST OF RESPONSIBILITIES

_____ Selection of County Mock Trial Coordinator if not in place

_____ Selection of site(s) for County Competition

_____ Distribution of Tournament announcements to area senior high schools

_____ Preparation of Schedule for County/Regional Tournaments

_____ Enlistment of Members of the Bar to serve as Attorney-Advisors to Teams

_____ Selection of site/date for Orientation Meeting for Teacher-Coaches

_____ Enlistment of Judges/Attorneys to serve as Judges at Trial Enactments

_____ Funding of refreshments for Orientation Meeting

_____ Distribution of Tournament Materials to Teams at the Orientation Meeting

_____ Mailing of Materials and Instructions to Attorney-Advisors and Tournament Judges

_____ Judges' Orientation(s)

_____ Supervision of Trial Enactments during each Contest Round

_____ Consultation with other County Coordinators to determine site, date, judges, and notification for Regional Tournament.

_____ Purchase of School Plaque/Ribbons for County winners

_____ Distribution of Certificates of Participation/Finalists/Coaches/Judges*

_____ Distribution of Letter of Appreciation to participating Attorneys/Judges

*To be provided by LYC

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COUNTY BAR ASSOCIATION CHECKLIST OF RESPONSIBILITIES (continued)

NYSBA will provide:

- Introductory materials
- Official Entry Form
- Web site with updated information
- Facebook and Twitter accounts updated regularly
- Committee member or staff to attend teacher meetings or MT events as requested
- Mock Trial Tournament Materials for participating teams
- Certificates of participation for each team member and judge
- Financial reimbursement for Regional Hosts
- Technical assistance throughout Tournament

Upon completion of Regional Tournaments, the State Bar will cover the lodging and meal expenses for **up to nine members of each Regional team** who, in turn, will participate in the Statewide Finals in Albany. Transportation costs are the responsibility of the teams, but travel grants can be made based upon need. **Teams for the Statewide Finals will consist of the nine students, who will be paid for through a grant by The New York Bar Foundation. Schools may send, at their own expense, additional team members, but only the nine students paid for by The New York Bar Foundation will be permitted to compete.**

It must be emphasized that the Regional Tournaments must be completed by May 1, 2015. Because of administrative requirements and contractual obligations, the LYC Program must know the schools' and students' names by this date. Failure to adhere to this deadline may jeopardize hotel blocks set aside for a region's teacher-coaches, attorney-advisors, and students coming to Albany for the Mock Trial Tournament's Final rounds. Please contact other coordinators in your region, prior to setting up the schedule for your county competition, to ensure that an appropriate date is left available to hold the Regional Tournament.