

New York State Bar Association  
New York State High School 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
- \_\_\_\_\_ Distribution of Request for CLE Credit Verification Form\* to participating Attorneys and Judges (form also available in the case booklet and on the Mock Trial website at [www.nysba.org/nysmocktrial](http://www.nysba.org/nysmocktrial))
- \_\_\_\_\_ Judges' Orientations
- \_\_\_\_\_ 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\* to Finalists/Coaches/Judges (blank certificates provided by NYSBA)
- \_\_\_\_\_ Distribution of Letter of Appreciation to participating Attorneys/Judges
- \_\_\_\_\_ Collection of Request for CLE Credit Verification Forms\* from participating Attorneys/Judges who want to apply for CLE Credit

\*provided by NYSBA Mock Trial Program Manager

**(Continued on next page)**

## CHECKLIST OF RESPONSIBILITIES (continued)

NYSBA will provide:

- Introductory materials
- Sample Letter to Educator (provided as an example if you choose to use it)
- Sample Official Entry Form (provided as an example if you choose to use it)
- Request for CLE Credit Verification Form (mandatory for attorneys/judges requesting CLE credit)
- Website with updated information
- Mock Trial Tournament Materials for participating teams
- Blank Certificates of Participation for each team member, coach, and advisor
- Up to \$250 stipend to help offset some of the costs incurred by the County hosting their Regional Tournament
- Technical assistance throughout Tournament

### **IMPORTANT INFORMATION:**

Upon completion of Regional Tournaments, the eight winning teams will be traveling to Albany to compete in the State Finals in May.

**The State Bar** (through a grant from the New York Bar Foundation) **will cover the following expenses:**

- Lodging and Meals for a maximum of **nine (9) students** from each Regional team, plus **two (2) adults (teacher-coach and/or attorney advisor)** for **a total of eleven (11) per team**.
- Each team will be assigned a maximum of **five (5) hotel rooms**. Teacher-coaches will pre-determine the room-share assignments (up to 4 in a room by gender) and advise NYSBA Mock Trial Program Manager of the assignments prior to arriving in Albany.

**The teams (schools) are responsible for the following expenses:**

- Transportation costs to and from Albany for the State Finals.
- **Schools may send additional team members at their own expense**, but only the nine (9) students paid for by The New York Bar Foundation grant will be permitted to compete.

**Expenses for any additional rooms and meals will be the responsibility of the teams (schools).** Be sure to advise your school in advance that they will be billed for these additional expenses. **A Purchase Order or payment to NYSBA in advance will be required. Coaches are required to make these arrangements with their school immediately after being designated as the winner of their regional tournament. Coaches must provide the NYSBA Mock Trial Program Manager with the name and contact information for the school representative who will be processing the Purchase Order and payment so she can follow up with the school representative directly.**

**PLEASE NOTE: All Regional Tournaments must be completed by Friday, April 28 (Earlier dates are preferred since the State Finals are a week earlier this year – May 13-15).** Because of administrative requirements and contractual obligations, the NYSBA Mock Trial Program Manager must know the names of the schools, students, coaches and attorney advisors before 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 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 no later than Friday, April 28 is left available to hold the Regional Tournament.