

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/mtcleform)
- _____ 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's Mock Trial Statewide Coordinator

(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) (form also available in the case booklet and on the Mock Trial website at www.nysba.org/mtcleform)
- Website with updated information (www.nysba.org/nysmocktrial)
- 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 the NYSBA Mock Trial Statewide Coordinator 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. **Requests for bringing additional students/team members must be requested and approved in advance by the Statewide Mock Trial Coordinator.**

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 (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 Statewide Coordinator with the name and contact information of 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 no later than April 30 (Earlier dates are preferred). After reviewing the county coordinator contact information chart, determine which coordinators are in your region and schedule a time to discuss (as a group) which county will host the regional tournament. Once a host is determined, select a date (no later than April 30) for the regional tournament which is convenient for all counties in the region.

Immediately after the regional tournament, the County Coordinator that hosted the regional tournament must notify the NYSBA Mock Trial Statewide Coordinator with the **name of the winning school, the county where the school is located, and the name and email address of the team's coach(es).** NYSBA's Mock Trial Statewide Coordinator will then contact that coach directly to provide information about bringing their team to Albany for the Mock Trial Tournament State Finals.