



Members' Handbook

2024-25

Table of Contents

Welcome from Chief Justice	3
Executive Board	4
General Board	5
Committees	6
Description of Moot Court Program	8
Moot Court Program Goals 2024-25	9
Information for Board Members	10
Information for Competitors in Interscholastic Moot Court Competitions	11
Student Competition Coaches' Information	21
Guest Policy for Competitions at the Law School	22
Social Media Policy	23
Appellate Writing and Advocacy Coaching Instructions	24
Jenkins Honors Moot Court Competition 2025 Coaching Instructions	27
Bailiffing Rounds for AWA, NMCC, and Jenkins	30
Appendix A – General Board Credit Information & Link	31
Appendix B – Checklist for Moot Court Interscholastic Competitors	33
Appendix C – Student and Coach Travel Financial Guidelines	36
Appendix D – Travel Reimbursement Form	40
Appendix E – Consent Form for Website and Social Media	41
Appendix F – AWA Bailiff Training for In-Person Oral Argument	43
Appendix G - Jenkins Bailiff Training for In-Person Oral Argument	46
Appendix H - AWA Bailiff Training for Virtual Oral Argument	49
Appendix I – Jenkins Bailiff Training for Virtual Oral Argument	54

Marquette University Moot Court Association

Sydney Wilcox
Chief Justice

Dear Moot Court Association Members-at-Large,

Welcome to the 2024-2025 Marquette University Moot Court Association. On behalf of the Executive Board, I am thrilled to welcome you to the program and to express our gratitude for your involvement.

First and foremost, congratulations! Each of you has proven yourself as one of our school's top appellate advocates and earned a spot competing for and representing MULS Moot Court. Participating in moot court is one of the most important and valuable experiences you can have in law school. You will hone your writing, research, and oral argument skills and employers will recognize your participation in a national moot court competition as a sign of a strong work ethic.

Competing at national competitions is just part of what we do. We are also here to teach and continually learn about appellate advocacy and to instill enthusiasm for moot court in others. You will coach and engage with interested 1Ls and 2Ls, who will look up to you and look to you for advice. Additionally, we ask you to actively market moot court to 1Ls and 2Ls and prepare them for the eventual roles they will fulfill as competitors and Marquette Law Moot Court ambassadors.

Over the summer, I, along with the Executive Board and Program Faculty Advisors, have worked to continue Marquette's legacy of success. Those competitors who came before you worked hard to gain the national recognition this program deserves. Our commitment is to sustain this tradition of excellence by enhancing resources, programming, and support for all competitors.

This Handbook is being provided as a guide for your participation in the Moot Court program. Please review it carefully to ensure that you take the necessary steps to receive credit for your participation. Do not hesitate to contact me or any Executive Board member if you have any questions or concerns. We are here for you.

Work hard, have fun, and good luck!

Best,

Sydney Wilcox
Chief Justice, Marquette University Moot Court Association

EXECUTIVE BOARD

Sydney Wilcox

Chief Justice

Danny Levandoski

Associate Justice of Administration

Abby Nilsson

Associate Justice of National Moot Court Competition

Mackenzie Retzlaff

Associate Justice of National Moot Court Competition

Evelyn Heun

Associate Justice of Interscholastic Competitions

Rachel Seifert

Associate Justice of Interscholastic Competitions

Julius Rohwer

Associate Justice of Education

John Caucutt

Associate Justice of Intramural Competitions

Dan Underwood

Associate Justice of Intramural Competitions

Kat Lowry

Associate Justice of Communications & Social Media

GENERAL BOARD

Catherine Alles
Anna Ashley
Grace Barrett
Morgan Boyd
Luke Bukowski
Brady Butzler
Nancy Cattani-Pallardy
Anisa Dhillon
Stephanie Dyer
Nicole Ferch
Mario Fregoso
Samuel Granderson
Claire Griffith
Abigail Heinz
J. Taylor Humphrey
Markie Jacobson
Kate Johnson
Emily Kehl
Alyssa Kolesari
Alex Krantz
Hailey Lipinski
Andrew Madden
Joseph McCarthy
Josephine Napolski
Alexus Otradovec
Joshua Petersen
Daniel Pope
Caitlin Riordan
Nolan Ryan
Jesus Sanchez-Arias
Joseph Schimp
Caitlin Schmitt
Henry Score
Richard Sternhagen
Mark Tomlinson
Rodrigo Villalobos
Mason Wells
Jonathan Wild
Daniel Yeh

Committees

National Moot Court Competition Committee (NMCC) Abby Nilsson and Mackenzie Retzlaff

Morgan Boyd
Brady Butzler
Anisa Dhillon
Mario Fregoso
Claire Griffith
J. Taylor Humphrey
Hailey Lipinski
Josephine Napolski
Joshua Petersen
Nolan Ryan
Henry Score
Mason Wells

Appellate Writing and Advocacy (AWA) Committee Julius Rohwer

Luke Bukowski
Nancy Cattani-Pallardy
Nicole Ferch
Samuel Granderson
Abigail Heinz
Markie Jacobson
Alex Krants
Joseph McCarthy
Alexus Otradovec
Daniel Pope
Joseph Schimp
Rodrigo Villalobos
Daniel Yeh

Intramural Competitions (Jenkins) Committee
John Caucutt and Dan Underwood

Catherine Alles
Anna Ashley
Grace Barrett
Stephanie Dyer
Kate Johnson
Emily Kehl
Alyssa Kolesari
Andrew Madden
Caitlin Riordan
Jesus Sanchez-Arias
Caitlin Schmitt
Richard Sternhagen
Mark Tomlinson
Jonathan Wild

Description of Moot Court Program

The Marquette University Law School Moot Court Program has three main components: (1) the Appellate Writing and Advocacy (AWA) course, (2) the Jenkins Honors Moot Court Competition (Jenkins), and (3) participation in regional, national, and international competitions (known as interscholastic moot court competitions).

As a prerequisite to competing in Jenkins or any interscholastic moot court competitions, all interested students must first take AWA as an elective. AWA provides students with an intensive opportunity to write and receive feedback about their writing and to study and practice theories of oral public communication skills. These skills are critical for all future attorneys, particularly litigators and appellate advocates. This three-credit elective is offered in the fall semester.

Top AWA students will be invited to participate in Jenkins during the spring semester. In addition to competing to win the Jenkins Competition, students also compete for the Best Oral Advocate and Best Brief awards.

But regardless of whether a student competed in Jenkins, *all* students who complete AWA may participate in interscholastic moot court competitions the following year. Students may choose from a variety of competitions and receive two credits for competing in a competition or one credit for coaching participants in a competition.

The Moot Court Association is run by an Executive Board, General Board, and Program Faculty Advisor(s). The Executive Board is chosen by a general election and consists of a Chief Justice and Associate Justices of Administration, Education, Interscholastic Competitions, Intramural Competitions, the National Moot Court Competition, and Communications & Social Media. Only those students who compete in Jenkins can be nominated to serve on the Executive Board.

Students who participate in Jenkins, those who are placed on interscholastic moot court teams, and those chosen by the Program Faculty Advisor(s) (according to the By-Laws) comprise the Moot Court General Board. Moot Court General Board Members participate in administering the various moot court activities. Additionally, Moot Court General Board Members serve on committees and as coaches for students participating in AWA and in Jenkins.

The Moot Court By-Laws govern all members of the Moot Court Association.

Moot Court Program Goals

2024-25

To ensure a quality educational experience for every person involved in the Moot Court program, the Moot Court Board will:

1. Articulate clear expectations of the General Board Members, Executive Board Members, Coaches, and Competitors through the adoption of By-Laws;
2. Maintain records of its activities and responsibilities to facilitate an easier transition for the incoming 2025-26 Moot Court Board;
3. Provide Appellate Writing and Advocacy (AWA) students with individual attention, support, and practice opportunities as they prepare for oral argument; and
4. Provide competitors in interscholastic moot court competitions with resources, guidance, and assistance, within competition guidelines, to give them the tools to continue to succeed at the highest levels, including mastering a virtual oral argument if necessary.

To increase interest in appellate advocacy both within the law school and within the legal community, the Moot Court Board will:

1. Host a high-quality intramural competition to identify competitors who will successfully represent Marquette University Law School at the highest levels of regional and national interscholastic moot court competitions;
2. Promote awareness of the different moot court competitions available in an attempt to target talented students in particular areas of law (e.g., IP law, sports law, tax, labor and employment law, etc.);
3. Maintain a SharePoint site to provide news, information, and resources to Moot Court Association members so they can successfully perform their Association duties and get the most out of their interscholastic moot court competitions;
4. Encourage 1L participation as bailiffs or assistants at the National Moot Court Competition, Jenkins Honors Moot Court Competition, or during AWA final arguments; and
5. Maintain webpages on the Marquette University Law School website and maintain various social media accounts to showcase Moot Court Association activities.

Information for Board Members

Executive Board Members receive two academic credits after they complete a minimum of 120 hours of qualifying service. To receive full service credit, Executive Board Members must fulfill all duties as prescribed by the By-Laws.

General Board Members receive one academic credit after they complete the requirements outlined in the By-Laws. A minimum of 60 hours of qualifying service is required to receive academic credit.

Moot Court Board	
	Spring Semester Credit(s)
Executive Board Members	2
General Board Members	1

To receive credit, every General Board Member must meet the following minimum requirements:

1. Attend Moot Court General Board meetings;
2. Attend Moot Court Association Fall and Spring Receptions;
3. Participate in the Moot Court Association Appellate Practice Panel;
4. Serve as a coach to participants in the Appellate Writing and Advocacy course and in the Jenkins Honors Moot Court Competition;
5. Serve as a bailiff to participants in the Appellate Writing and Advocacy course and in the Jenkins Honors Moot Court Competition;
6. Participate in Panel Weekend for the Appellate Writing and Advocacy course and the Jenkins Honors Moot Court Competition;
7. Volunteer for Moot Court Association-sponsored competitions and events; and
8. Serve on one of the Moot Court Committees, as assigned by the Chief Justice (NMCC, AWA, or Jenkins); and
9. Fulfill any other duties considered necessary by the Executive Board and/or the Program Faculty Advisor(s)

Further, to obtain credit, all General Board Members must log their hours and tasks monthly. That log is submitted electronically to the Associate Justice of Administration by 11:59 PM the second Tuesday of each month. A sample of the log and the link to the Outlook form is listed in Appendix A. A link to the Outlook form also appears on the General Board SharePoint site.

All academic credits for participation on the Moot Court Board will be assigned in the spring semester. Additional information regarding credit requirements for both the Executive Board and the General Board is included in the By-Laws.

Information for Competitors in Interscholastic Moot Court Competitions

This section provides general information and sets forth the requirements to which competitors must adhere to earn credit for participation in interscholastic moot court competitions. These requirements are in addition to any requirements set forth in the By-Laws. You will also want to refer to the checklist in Appendix B.

The Post-Pandemic Years

Because of the COVID pandemic, competition during the 2020-21 and 2021-22 academic years was unlike any years before then. Competitions slowly returned to in-person in 2022-23, though many pandemic-era practices were retained. This subsection explains what you can likely expect in 2024-25.

Competition Format

Most competitions have returned to an in-person format, but some remain—or have been planned to be—solely virtual. If any teams are competing in a virtual competition, they will not get an opportunity to travel; nonetheless, the virtual environment still provides a robust competition experience. Moreover, learning to argue virtually provides team members with a skill they will use after they graduate.

As of the date this Handbook was published, the competitions in which Marquette will be competing will be held in-person.

Meetings & Practices

Competitors may hold meetings and practices with their Competition Faculty Advisor(s), Practitioner Coach(es), and each other either in person or virtually. They should hold virtual meetings and practices whenever that is the preference of the Competition Faculty Advisor(s) or Practitioner Coach(es).

Technology: Teams and Zoom

Virtual meetings and practices should be held on Microsoft Teams. Because team members register through the law school for their moot court competition, each competition should already have a Microsoft Team. If you need assistance finding your competition's Team, contact the law school's [Media & Technology Department](#).

The Moot Court Association also holds two dedicated Zoom licenses. These licenses will allow members of the Moot Court Association to hold virtual practices on Zoom. If team members know their competition will be held virtually on Zoom, they may request Zoom log-in information and passwords from the Associate Justices of Interscholastic Competitions to set up team practices via Zoom to prepare for their competition. Passwords will be available on a first-come, first-served basis.

Only one member of a team shall be responsible for the use of the Zoom password. That team member is responsible for setting up, starting, and ending meetings. That team member must notify the Associate Justices of Interscholastic Competitions when the team no longer needs the password so that the password will be available for another team.

Any abuse or misuse of the password or of the Zoom license will subject the offending student(s) to discipline according to the law school's [Academic Regulations](#).

Reading the Rest of This Information for Interscholastic Moot Court Competitions

This Information for Interscholastic Moot Court Competitions attempts to straddle both the pre-pandemic and post-pandemic worlds. It incorporates what we used to do with what we are doing now that competitions are back to in-person. Please contact the Chief Justice, the Associate Justices of Intramural Competitions, or the Program Faculty Advisor(s) if you have any questions.

Subject to Change

Information provided here is subject to change depending on myriad factors, all of which are outside of our control and some of which are inherently unknowable. Any changes will be promptly communicated to all competitors.

General Expectations of Competitors

As representatives of Marquette University Law School, competitors must conduct themselves ethically, civilly, and professionally at all times, including in practices and at competitions.

To foster a professional, team-like appearance for competitions, the Moot Court Association will loan each team member a navy blue leather padfolio that the team member can bring to the podium during competition. Team members may request their padfolio from [Donnette Tinsley](#), Administrative Assistant, in Suite 302. Padfolios may be requested as soon as the team's competition problem set drops and must be returned after the competition ends.

Student competitors who will miss class to participate in a competition must notify their professors in advance and must comply with those professors' class policies regarding attendance. Missing class(es) for competition (including for travel to/from competition) should be considered an excused absence because participation in competition is considered an academic activity. Let the Chief Justice know if you have any issues with obtaining an excused absence.

Initial Scheduling Conference

All teams should have an initial scheduling conference with their Competition Faculty Advisor(s) within one week of receiving their competition problem. *The team must initiate contact to set up the meeting.* That scheduling conference may be virtual or in person,

depending on the competition and the preferences of the Competition Faculty Advisor(s) and team members.

Before the initial scheduling conference, team members should read the rules for their competition. Reading the rules is particularly important; given the changes from in-person to virtual back to in-person competitions, team members cannot rely on the Competition Faculty Advisor(s) or Practitioner Coach(es) to recall “the way things have always been done.”

At the initial scheduling conference, team members, together with their Competition Faculty Advisor(s), should outline a schedule of deadlines leading up to the brief submission date. Such deadlines may include choosing which side and issue to argue; completing research tasks; developing an argument outline; completing a draft of the argument section; completing the joint sections; and setting up any other “checkpoints” that the team members and Competition Faculty Advisor(s) deem appropriate.

Remember that many competition rules forbid anyone from providing substantive aid to the competitors regarding the preparation of their brief. It is important, therefore, that these meetings with the Competition Faculty Advisor(s) involve no substantive discussions regarding the competition problem and instead revolve entirely around establishing a workable research and briefing schedule.

Ultimately, the goal of this scheduling conference is to use the Competition Faculty Advisor(s)’s experience to help construct a timeline that works with team members’ class, work, and other schedules. Once the team has established a schedule, they should notify the Associate Justices of Interscholastic Competitions of their schedule. The Associate Justices of Interscholastic Competitions will maintain a master calendar of all competitions and will help remind team members of their scheduled deadlines.

Submitting a Draft of the Brief

Competitors will be required to submit a draft of their brief to their Competition Faculty Advisor(s) at least *48 hours before* the final deadline. A draft should be a completed Argument section needing only minor revisions such as grammar, spelling, and Bluebook-format citations. The substance and structure of the argument should not change between the submission to the Competition Faculty Advisor(s) and the submission to the competition. Such work requires a good faith effort to complete a draft of the quality expected in AWA.

The Competition Faculty Advisor(s) will assess the brief (in compliance with any competition rules) to verify that the brief meets at least a minimum “satisfactory” completion for the final draft. For a draft brief to meet the “satisfactory” completion requirement, the Competition Faculty Advisor(s) must agree that the brief is satisfactory in research and content and that the brief meets all competition submission requirements.

After the team submits its brief to the competition, the team must provide a finished version of the brief to their Competition Faculty Advisor(s) and Practitioner Coach(es).

Second Scheduling Conference

No more than a day after the submission of the final brief, team members must contact their Competition Faculty Advisor(s) to hold a second scheduling conference to establish oral argument practices. Team members will receive a reminder from an Associate Justice of Interscholastic Competitions as their brief deadline approaches so they can set up their second scheduling conference.

At this second scheduling conference, team members, together with their Competition Faculty Advisor(s), should set up an oral argument practice schedule that allows competitors to average *at least* three oral argument practices per week where there is at least one judge at each of those practices. At least one of those weekly practices should be with the team's Competition Faculty Advisor(s), but practices can also be with the Practitioner Coach(es) or other practice panels.

It is important for teams to set aside periodic blocks of time between noon and 2 PM and/or between 5:30 PM and 8 PM. The Competition Faculty Advisor(s) may attempt to schedule practice rounds with other faculty members or local practitioners and these times are easier to schedule. The team's Competition Faculty Advisor(s) will rely on the oral argument practice schedule the team submits in setting up these practices.

Team members will be expected to complete a minimum of ten practice rounds—five per side—before the final competition.

Practices should start immediately after the brief has been submitted. Also, the team's oral argument practice schedule must be submitted to both the Competition Faculty Advisor(s) and the Associate Justices of Interscholastic Competitions. Team members are responsible for prompt, courteous, and professional communications with their Competition Faculty Advisor(s), Practitioner Coach(es), and any practice judges.

Submitting Research and Briefing and Oral Argument Practice Schedules

Because a moot court competition is considered a law school course for which team members receive academic credit, team members must meet regularly, just like they would for any other class. Team members must communicate with each other as schedules are set for the semester (or semesters, if the preparation spans more than one semester) of competition, so that the team can dedicate three two-hour blocks of time each week when they can work on their brief together and meet for oral argument practice.

Team members must provide the Competition Faculty Advisor(s) with the blocks of time that they have set aside to work on briefing and time they have set aside for oral argument practice.

Moreover, once the team has established a research and briefing schedule and an oral argument practice schedule, they should notify the Associate Justices of Interscholastic Competitions of these schedules.

After the initial scheduling conference, one team member should email a Word document to the Associate Justices of Interscholastic Competitions, copying all team members, with the attachment named [Competition]Team_Briefing Schedule.

After the second scheduling conference, one team member should email a Word document to the Associate Justices of Interscholastic Competitions, copying all team members, with the attachment named [Competition]Team_OralArgumentPractices.

For example, members of the team for the Emory Civil Rights & Liberties Competition could call their document EmoryTeam_BriefingSchedule, or some other obvious variation of the competition name. Where there are two teams for the same competition, teams can identify themselves by their advisor or by their side. E.g., LoveKoenigNMCCTeam_BriefingSchedule or NMCCR respondent_BriefingSchedule.

The Associate Justices of Interscholastic Competitions will monitor competitors' progress and do their best to assist competitors with meeting each deadline throughout the semester.

Oral Argument Practice Requirements

To obtain academic credit, competitors must average *at least* three oral argument practices per week where there is at least one judge at each of those practices. At least one of those weekly practices should be with the team's Competition Faculty Advisor(s), but practices can also be with Practitioner Coach(es) or other practice panels.

Some practices can be done virtually to accommodate the preferences or schedules of Practitioner Coach(es) or team members. If the competition will be held virtually, the team should hold all its practices virtually so that team members can "practice like they will play." When the team knows what virtual platform will be used in their competition, team members should practice using that platform. The Moot Court Executive Board and/or Program Faculty Advisor(s) or a designee will assist, if needed and if possible, in acquiring or using the technology or the physical space to set up.

Team members will be expected to complete a minimum of ten practice rounds—five per side—before the final competition.

Team members must also record at least one (1) oral argument and review that recording with the Competition Faculty Advisor(s) or Practitioner Coach(es) at least one week before competition. Teams and other virtual platforms offer ways to record both video and audio, but participants may use their phones or other devices to record. The Practitioner

Coach(es) or the Competition Faculty Advisor(s) must sign off that they have reviewed the recorded oral argument.

Resources

We want you to succeed; therefore, the Moot Court Association provides team members with two primary resources: an in-person “moot camp” and the General Board SharePoint site.

Moot Camp

The Associate Justices of Interscholastic Competitions will host an in-person moot camp early in the fall semester. Topics covered in moot camp are those that will refresh your memories on brief writing techniques and strategies.

General Board SharePoint Site

The Moot Court Association hosts the General Board SharePoint site that includes a submodule for team members in interscholastic moot court competitions. That submodule includes a variety of resources uploaded by both Professor Love Koenig and Professor Mazzie, including PowerPoints and handouts from their classes on brief writing, citation, formatting tables of contents and authority, and oral argument.

Remember: asking the reference librarians for research assistance is not considered unauthorized brief writing assistance; that’s how lawyers actually work.

Reserving Rooms, Accommodating the Practitioner Coach(es), & Other Niceties

Whether team members hold their practices virtually or in person, they will need to reserve rooms at the law school. Making sure to reserve practice rooms is extremely important, especially when the Practitioner Coach(es) will be attending practices. For the Practitioner Coach(es) to enter Eckstein Hall, competitors must complete and submit the practice form a minimum of two business days before the practice. Submitting this form on time also allows the Practitioner Coach(es) to park in the Eckstein Hall parking garage.

Information on (and links to) reserving rooms and signing in guests (and arranging for their parking) can be found [here](#). All team members, Faculty Competition Advisor(s), and Practitioner Coach(es) must follow all law school rules when reserving rooms.

Teams are also required to send thank you notes after the competition is over to their Practitioner Coach(es) and to any other practitioner judge who assists in a practice round.

Credit Requirements

Two academic credits will be awarded to each team member in a regional, national, or international competition in the semester of participation. Credit will be awarded upon qualified academic service of a minimum of 120 hours of competition preparation and participation, which includes researching, writing, editing, oral argument practice, and actual competition hours. Academic credit will be granted when team members

successfully complete the requisite hours and all requirements set forth in the By-Laws or as assigned by the Program Faculty Advisor(s) or the Executive Board.

Team members are expected to keep track of their hours and report those hours to the Associate Justice of Administration every second Tuesday of each month. See Appendix A. The final decision to award credit is at the discretion of the Program Faculty Advisor(s).

Academic credit for participation in a competition is distinct from any academic credit given to members of the Moot Court Executive or General Board.

Guest Policy for Traveling Teams

Students participating in interscholastic moot court competitions are traveling to satisfy their academic requirements. While guests are not prohibited from attending a competition, guests must understand that the student is traveling for that academic purpose. There is very little down time at a competition where the student would be free to socialize alone with guests. Students are expected to practice, attend all competition events, and eat meals with the team while they are still competing. Guests are welcome at meals, practices, and events at their own expense.

If guests do not live in the competition city, the guests themselves or the student team member must make the guests' travel arrangements. No guests may stay in a hotel room with the student team member if the student is sharing a room with a teammate.

It is highly recommended that children under the age of 12 not attend the competition. If any children under the age of 18 do travel to or attend the competition, another responsible adult must be present and responsible for supervising the child(ren). The student team member cannot be responsible for monitoring or supervising a minor while the student team member is attending or competing in a competition.

Travel Arrangements and Other Expenses

For the most part, the University operates on a reimbursement method. *This means that competitors pay for most expenses out of personal funds and the University reimburses them.* To be reimbursed, competitors are required to save all *original* receipts for expenses greater than \$10 and complete the reimbursement paperwork. That paperwork is submitted to the Marquette University Law School Director of Budget and Finance. See Appendix D. Be advised that the reimbursement process can take up to five weeks.

Expenses for Virtual Competitions

Generally, expenses should be lower for competitors in virtual interscholastic moot court competitions because there will be no travel, and it is not likely teams will encounter any additional expenses for virtual competitions.

Nonetheless, as team members prepare for their competitions, they are asked to keep track of (and save *original* receipts for) expenses other than printing costs incurred while

researching and drafting the brief and while preparing oral argument. (Such routine printing costs are the competitor's responsibility; there is no reimbursement.) The Associate Justice for Administration and/or the Program Faculty Advisor(s) will clarify with the Assistant Dean of Students and the Director of Budget and Finance what, if any, expenses are reimbursable.

General Information on Travel Arrangements

For teams that are traveling, this section explains how the Moot Court Association handles such arrangements for competitors. Some tasks and expenses are handled directly by the Associate Justice of Administration; other tasks and expenses are the competitors' individual responsibilities.

Registration Fees and Forms

All registration fees and forms for competitions are completed and submitted by the Associate Justice of Administration in cooperation with the Director of Budget and Finance.

Travel Arrangements and Expenses

All air travel arrangements will be made by the Associate Justice of Administration in conjunction with the Director of Budget and Finance. *Tickets for travel are booked at least four (4) weeks in advance.* Accordingly, please contact the Associate Justice of Administration to set up a travel booking meeting as necessary. All arrangements are coordinated and processed through a travel agency. The Associate Justice of Administration is the point of contact for all travel-related issues.

Automobile travel is reimbursed at the current University rate. (That rate is reflected in the Student and Coach Travel Financial Guidelines, which is attached as Appendix C.) The University also reimburses for tolls, even if you do not have a receipt. Please be sure to keep track of mileage and tolls on the travel expense reimbursement form. Private automobiles are not covered by University insurance even if they are used for official University business.

Meals are reimbursed at a rate of \$30 per day (\$40 for New York state, Washington, D.C., and California). Meals are defined as breakfast, lunch, and dinner, including gratuity. This rate is not a per diem; this is a reimbursement for actual costs. If, for example, a team member skips breakfast, that team member then has the entire meal rate for the actual costs of any remaining meals. Team members are expected to use good judgment and discretion when ordering meals that are being reimbursed. Further, the University does *not* reimburse any expenses for alcohol. Any meal more than \$10 must be supported with an itemized receipt.

Team members must make hotel reservations on their personal debit or credit cards. Hotels generally do not charge the card until check out. Be sure to obtain an itemized hotel bill; *a hotel bill is required for reimbursement.* Book the hotel early to obtain any

discounted competition rates. Team members of the same gender identification must share a room, with two or more to a room, if possible.

The following additional expenses also can be reimbursed: (a) taxi/Uber/Lyft to and from the airport/hotel/competition; (b) public transportation to and from the airport/hotel/competition; and (c) parking at Mitchell Airport. To be reimbursed, competitors must provide the original receipt.

The following additional expenses *cannot* be reimbursed: (a) snacks; (b) minibar; (c) movie rental or streaming services; (d) items of a personal nature; (e) equipment rental, including laptops, printers, or charging cables; and (f) on-site printing services.

Team members may split expenses with other team members. For example, one person might pay the room costs, while another might pay for any transportation costs from hotel to the competition. One person might pay for lunch one day; another might pay the next. If a team member is paying for meals for other team members, keep track of the names of the participants to that meal. Remember that each person is limited to a maximum meal allowance per person, per day. (Thus, letting someone else buy your meal does not mean you have “saved” your meal allowance.)

Any questions about the above or about shared expenses should be directed to the Associate Justice of Administration prior to the competitor making the purchase.

Copying, Binding, and Mailing Costs

If your competition requires you to submit your brief in hard copy, you will be reimbursed for the costs of copying, binding, and mailing your brief if you provide a receipt.

You may copy your brief using whatever service works best for you, whether that’s using the Law School printers and copiers or using an outside service, like Kinkos.

The Eckstein Law Library offers unibinding and comb binding services. If you decide to use this service to bind your brief, complete the [Binding Request form](#) and take the form and your printed brief to the Circulation Desk during [library service hours](#). Extra Binding Request forms will be available at the Circulation Desk. Pricing information is on the form. Payment is due at the time of service and must be made by check or in cash. To allow sufficient time to complete binding projects, submit your request one week before your bound brief is due. However, if the binding required for your competition cannot be done by the Eckstein Law Library, you should use an outside service like Kinkos.

For copying, binding, and mailing costs, request and obtain original receipts for reimbursement purposes. Please record the expense and include it on the Travel Reimbursement Form (Appendix D).

The Reimbursement Process

Complete the [Reimbursement Form](#) online. Upload your scanned receipts to the same [link](#). Reimbursement takes approximately four to five weeks. *To be sure you obtain your reimbursement, please submit your expenses no more than two weeks after you return from your competition.*

Student Competition Coaches' Information

Student Coaching Guidelines

Some interscholastic moot court competition teams may be assigned a student coach. The student coach is responsible for all aspects of their team's preparation, including but not limited to:

1. Meeting with the members of the team as soon as possible after being assigned to the team.
2. Distributing the team's problem and rules of the competition in a timely manner.
3. Reading the rules of the competition thoroughly and ensuring the team complies with all competition rules.
4. Scheduling practices according to the requirements of the specific competition and credit requirements.
5. Arranging judges for practices (professors, alumni, practicing or retired attorneys or judges, General and Executive Board Members, law students, peers, and members of the legal community).
6. Preparing the team for competition, including advising competitors of all travel plans, if any, and competition details.
7. Traveling with the team to the competition (competition rules permitting).

Team members on teams without student coaches must complete the above-listed duties independently.

Credit Information

To receive credit, each coach is expected to comply with the responsibilities detailed above and the responsibilities outlined in the By-Laws. A coach is also required to fill out an exit information evaluation sheet.

Guest Policy for Competitions at the Law School

The Moot Court Association hosts two competitions: a regional competition of the National Moot Court Competition (NMCC) in the fall and the intramural Jenkins Honors Moot Court Competition in the spring.

This section sets forth the Moot Court Association's guest policy to ensure that these competitions run as smoothly and fairly as possible.

General Guest Policy

Guests are welcome to attend either the NMCC or Jenkins competition rounds. The Associate Justices of the National Moot Court Competition and the Associate Justices of Intramural Competitions will work with the law school's event planning team and Welcome Desk to ensure that any guests for the competitions can freely park at and enter the law school.

Anonymity Policy for NMCC

A successful NMCC competition relies on judges blindly assessing each team. That is, judges know only student names and not their school affiliation. Thus, student team members must ensure that their guests understand that the name of the student's school must not be divulged. For example, guests may not wear Marquette clothing or appear at the competition asking where the Marquette team is.¹ The student team member is responsible for informing guests of the proper competition room location and/or team letter or number to allow the guests to locate and identify the team.

Furthermore, guests are permitted to watch only the competition rounds in which the Marquette team is competing. Guests may remain in the room for the entire competition round, however, including watching the opposing party in the round. If guests enter rooms where Marquette is not competing, the school will be disqualified from the competition for "scouting."

Moreover, guests and teams should take care not to identify their school affiliations when they congregate in the public areas of the building during the competition rounds because judges may be within earshot.

Children

Guests under the age of 12 are not allowed to attend competition rounds and are discouraged from being at the law school while the competition is held. While children 12 and older are allowed to attend, all children under the age of 18 must be supervised by an adult. The student team member cannot be responsible for monitoring or supervising a minor while the student team member is attending or competing in a competition.

¹ To be even more careful, guests should avoid any local or regional identifiers, like Badgers, Brewers, Bucks, or Packers wear.

Social Media Policy

The Moot Court Association maintains several moot court-related webpages on the law school's website. (See [here](#) for the main page.) Additionally, the Association maintains social media accounts on Instagram (@mulsmc), Threads (@mulsmc), Twitter (X) (@mulsmc), and [LinkedIn](#) (Marquette University Law School Moot Court).

The purpose of the Association's online presence is to showcase Association activities, which, in turn, highlight Marquette's moot program to other moot court programs and to past, current, and potential Association members.

Each Association member should complete the Social Media Consent form (Appendix E) at the beginning of the academic year. Members are encouraged to suggest content to the Associate Justice of Communications and Social Media.

Interscholastic teams will likely be asked to do an Instagram "takeover" during their competition. We encourage those teams to be creative and post as often as possible during their takeover. Of course, teams should follow the competition's rules regarding photographs. Many competitions are held in courthouses, where, often, rules prohibit the taking of pictures.

Further, good manners suggests that no one take pictures *during* a team member's oral argument. And, according to the law school's own policies and procedures, posted content needs to "adhere[] to the highest standards of professionalism." As a matter of professionalism, teams should not post pictures of team members consuming or holding alcoholic beverages.

Appellate Writing and Advocacy Coaching Instructions

Moot Court Board members are required to serve as coaches for students in the Appellate Writing and Advocacy (AWA) course. This opportunity is intended to benefit the AWA students and provide Board Members with an additional method of accumulating hours for academic credit.

The following are some guidelines and suggestions for time spent coaching the AWA students. Please remember that these guidelines are present to ensure that academic regulations are met and to provide AWA students with an opportunity to become comfortable with oral advocacy. Please see the Appellate Writing and Advocacy Coaching Packet for more information.

Brief Writing

Coaches are *not* permitted to assist their teams with *any* aspect of the brief writing process and cannot see their teams' briefs at any point. Accordingly, any question that a team may have about the brief should be addressed by a team's respective professor or the Associate Justice of Education.

Oral Arguments

Coaches will be provided with a bench memo regarding the case to help coaches better understand their teams' arguments. *The bench memo cannot be shared with anyone.* Sharing the bench memo violates the law school's Academic Regulations and subjects the offending student to sanctions.

Additionally, coaches are required to attend a meeting in the fall semester to discuss the problem. Coaches are not permitted to change the substantive content of their team's oral arguments; rather, they are permitted to help them identify both strong and weak aspects of their team's arguments.

The coach's primary duty is preparing each team for oral argument. Practice sessions are imperative to a team's success and coaches are encouraged to hold multiple practices beyond those required. Additionally, coaches may find it beneficial to arrange for other Board Members to serve as "judges" during oral argument practice. Practices should alternate between opposing sides of the problem set to help students better understand the strengths and weaknesses of their position.

Coaches should encourage their team members to draft answers to recurring questions asked during these practices. Coaches may look over these drafted responses and may make suggestions accordingly. However, each coach should stress that these are helpful drafts but should not be memorized in preparation for competition. Scripted responses are discouraged. Coaches may not draft responses for competitors.

Scheduling

It is important that coaches meet with their teams by the date listed in the AWA syllabus to outline a coaching schedule and adhere to it.

Coaches must arrange at least five oral argument sessions. Because AWA students will have one of their graded arguments in person and the other graded argument virtually, practices should be a mix of both types of oral argument. Additional practice is encouraged but optional. Coaches may not, however, meet with their teams more than ten times. Furthermore, one of these sessions should focus on arguing the opposing position. Ultimately, coaches should evaluate their team's comfort level with oral argument and schedule an appropriate amount of time to prepare for the arguments. It is also encouraged—but not required—that coaches schedule “scrimmages” with other AWA teams.

Coaches must adhere to these guidelines. If it is discovered that coaches are providing assistance beyond that described here, they may face disciplinary action. Remember that these guidelines are in place to ensure that both coaches and students are meeting academic regulations.

All coaches must complete an AWA coach exit interview evaluation.

Students in the AWA are also expected to complete an exit interview evaluation of their experience with their coaches.

Panel Weekend

Coaches will be required to participate in Panel Weekend, the dates and times for which are indicated in the AWA syllabus. Coaches are expected to sign up to be judges for three to four rounds; Panel Weekend is about a five- to six-hour time commitment. Some of the Panel Weekend rounds will be held in-person and some will be held virtually. Rounds may be recorded; if so, coaches are encouraged to meet with their teams early in the following week to review the arguments.

Panel Weekend rounds *do not* count toward the mandatory five practices.

Affidavit of Compliance

Both AWA students and coaches will be required to submit affidavits at the end of the semester certifying that they have complied with the coaching requirements. A copy of the required affidavit can be found in the AWA Coaching Packet.

Bailiffing

Coaches are required to bailiff one or two rounds of AWA graded oral arguments unless and until the Executive Board successfully arranges 1L volunteer bailiffs.

General Board SharePoint Site & Competitor TWEN Site

The Moot Court Association will maintain a SharePoint site with an AWA submodule that coaches can access. The SharePoint site will contain all the documents and information coaches will need. However, coaches should check the AWA TWEN page for sign-up links for judging or bailiffing Panel Weekend and for bailiffing for graded oral arguments. Both the SharePoint and TWEN sites are distinct from the course management system the AWA students use for their coursework.

Jenkins Honors Moot Court Competition

2025 Coaching Information

Members of the General Board are required to serve as coaches for the 2025 Jenkins Honors Moot Court Competition. This opportunity is intended to benefit the Jenkins competitors and provide Board Members with an additional method of accumulating hours for academic credit.

The following are some guidelines and suggestions for time spent coaching the Jenkins competitors. Please remember that these guidelines are present to ensure that academic regulations are met and to provide Jenkins competitors with an opportunity to become comfortable with oral advocacy. More information will be provided in early 2025.

Brief Writing

Coaches are *not* permitted to assist their teams with *any* aspect of the brief writing process. Accordingly, any question that a team may have about the brief should be addressed by emailing the Associate Justices of Intramural Competitions.

Oral Arguments

Coaches will be provided with a short bench memo regarding the facts and other relevant information to help coaches understand their team's arguments. *The bench memo cannot be shared with anyone.* Sharing the bench memo violates the law school's Academic Regulations and subjects the offending student to sanctions.

Additionally, coaches are required to attend a meeting in early 2025 to discuss the problem. Coaches are not permitted to change the substantive content of their team's oral arguments but are permitted to help them identify both strong and weak aspects of their team's arguments.

The coach's primary duty is preparing each team for oral argument. Practice sessions are imperative to a team's success and coaches are encouraged to hold multiple practices beyond those required. Practices should alternate between opposing sides of the problem set to help students better understand the strengths and weaknesses of their position.

Coaches should encourage their team members to draft answers to recurring questions asked during these practices. Coaches may look over these drafted responses and may make suggestions accordingly. However, each coach should stress that these are helpful drafts but should not be memorized in preparation for competition. Scripted responses are discouraged. Coaches may not draft responses for competitors.

Scheduling

It is important that coaches meet with their teams to outline a coaching schedule and adhere to it. Each team will be responsible for contacting their coaches and setting up an

initial meeting. The teams will receive their coach's information in February but are not to meet with their coaches until after their brief has been submitted.

After the submission of the brief, coaches may practice with their teams to prepare them for the competition. Each team will have three coaches consisting of General Board Members, with at least one having been a former Jenkins participant. The former Jenkins participant will be designated as the "head coach." *This designation is an administrative position only.* The head coach will ensure that the coaching requirements are satisfied.

Each coaching team must practice with their Jenkins team at least five times. A practice will count as one of the five required practices if two out of the three coaches are present. The head coach will be responsible for making sure that this requirement is met. There will not be a maximum number of times that a team may practice with their coaches. Consider "practicing like you will play." If any part of the competition is virtual, be sure to practice virtually; if the competition is in person, be sure to practice in person.

Coaches must adhere to these guidelines. If it is discovered that coaches are providing assistance beyond that described here, they may face disciplinary action. Remember that these guidelines are in place to ensure that both coaches and competitors are meeting academic regulations.

All coaches must complete a 2025 Jenkins Honors Moot Court Competition exit interview evaluation after the competition.

Panel Week/Weekend

The Associate Justice of Intramural Competitions may organize a Panel Week/Weekend for the Jenkins competitors. Panel Week/Weekend may be in-person or virtual (or both).

If a Panel Week/Weekend is scheduled, coaches will be required to serve on at least one of the coaches' panels. Coaches are expected to sign up to be judges for three to four rounds; Panel Week/Weekend is about a five- to six-hour time commitment. Rounds may be recorded; if so, coaches are encouraged to meet with their teams early in the following week to review the arguments.

Panel Week/Weekend rounds do not count toward the mandatory five practices.

Affidavit of Compliance

The head coach will be required to submit an affidavit at the end of the competition to certify that they have complied with the requirements. A copy of the required affidavit will be distributed to the coaches.

Bailiffing

Coaches will be required to bailiff for the preliminary rounds of the Jenkins Honors Moot Court Competition. Additionally, some coaches will be needed to bailiff the quarter-final rounds, the semi-final rounds, and the final round.

General Board SharePoint Site & Competitor TWEN Site

The Moot Court Association will maintain a SharePoint site with a Jenkins submodule that coaches can access. The SharePoint site will contain all the documents and information coaches will need. However, coaches should check the Jenkins TWEN page for sign-up links for judging or bailiffing Panel Week/Weekend and for bailiffing for competition rounds.

Bailiffing Rounds for Appellate Writing and Advocacy, NMCC, and the Jenkins Honors Moot Court Competition

General Board Members are required to bailiff oral arguments rounds for the Appellate Writing and Advocacy (AWA) classes, the regional National Moot Court Competition (NMCC), and the Jenkins Honors Moot Court Competition.

Unless the Executive Board successfully arranges for 1L volunteer bailiffs, AWA student coaches and other General Board members will be required to bailiff Appellate Writing and Advocacy graded oral arguments in front of professor panels, which will be held virtually. In addition, some AWA professors may need bailiff assistance for their in-person graded oral arguments. AWA student coaches and other General Board members should try to assist those professors, if so requested.

Likewise, General Board Members are required to bailiff for the National Moot Court Competition (NMCC) regionals hosted at the law school in November.

Finally, Jenkins student coaches and other General Board Members will be required to bailiff for the preliminary rounds of the Jenkins Honors Moot Court Competition. Additionally, some coaches will be needed to bailiff the quarterfinal, semifinal, and final rounds.

Instructions for bailiffs of in-person oral arguments appear in Appendix F (AWA) and Appendix G (Jenkins). Instructions for bailiffs of virtual oral arguments appear in Appendix H (AWA) and Appendix I (Jenkins). The Executive Board or the Program Faculty Advisor(s) may develop training for those bailiffing virtual oral arguments. Instructions for bailiffing NMCC rounds may be provided by the Associate Justices of the National Moot Court Competition.

1Ls who bailiff can “bank” those hours for when they become members of the Moot Court Association.

APPENDIX A

General Board Credit Information & Link

General Board Credit Form

General Board Members must track their hours to receive credit at the end of the spring semester. Complete the online Outlook form by 11:59 PM on the second Tuesday of each month. The link is provided here and on the General Board SharePoint site.

The Outlook form will ask you:

- Your name
- Your email address
- To describe the moot court activities you participated that month:
 - Completing committee duties (AWA, NMCC, Jenkins)
 - Attending General Board meetings
 - Attending Fall and/or Spring receptions
 - Coaching an AWA and/or Jenkins team
 - Bailiffing an AWA and/or Jenkins round
 - Assisting in Panel Weekend for AWA and/or Jenkins
 - Performing other moot court duties or attending other moot court events
- Approximately how many hours that month you spent doing the activities you listed.

Click [here](#) to complete the form.

APPENDIX B

Checklist for Moot Court Interscholastic Competitors

CHECKLIST FOR MOOT COURT INTERSCHOLASTIC COMPETITORS

Practice Requirements

The interscholastic moot court competitions are worth two academic credits. To receive these credits, student competitors must complete 120 hours of research, writing, editing, and oral argument practice for their interscholastic competition credits. The actual competition hours will also count toward the 120-hour total.

To earn full academic credit, each competitor, in addition to any requirements set forth in the By-Laws, is expected to fulfill the following requirements:

Competition requirements:

At the start of the competition:

- Communicate with team members as schedules for the semester(s) of competition are set, so that the team has dedicated blocks of time each week (suggested: three two-hour blocks per week) when team members can work on their brief together and, later, can meet for the mandatory oral argument practices.
- Within one week of the release of the competition problem, contact the team's Competition Faculty Advisor(s) to set up an initial scheduling conference.
- Meet as a team with the Competition Faculty Advisor(s) to set up a research and briefing schedule.
- Following the initial scheduling conference, one member of the team should email a Word document of the team's research and briefing schedule to the Associate Justices of Interscholastic Competitions, copying all team members, with the attachment named [Competition]Team_Briefing Schedule.

Completion of the brief:

- Submit a draft of the brief to the Competition Faculty Advisor(s) 48 hours before the due date for the Competition Faculty Advisor(s) to review for "satisfactory completion."
 - o For a brief to meet the "satisfactory" completion requirement, the Competition Faculty Advisor(s) must agree that the brief is satisfactory in research and content and meets all the competition submission requirements.
 - o The Competition Faculty Advisor(s) will not provide any substantive feedback.
- Strive to submit the brief to the competition 24 hours prior to the competition due date.
- After the brief is submitted to the competition, submit a final version to the Competition Faculty Advisor(s) and the Practitioner Coach(es).

Oral argument practices:

- Within one day after the brief is submitted, contact the Competition Faculty Advisor(s) to set up a second scheduling conference.
- At the scheduling conference, schedule *at least* three oral argument practices per week, with at least one judge at each of those practices. Judges may be the Competition Faculty Advisor(s), Practitioner Coach(es), or other practice panels.
 - o Make every effort to provide options between noon and 2 PM or 5:30 to 8 PM; these times are easier for the Practitioner Coach(es).
- Following the second scheduling conference, one member of the team should email a Word document of the team's oral argument practice schedule to the Associate Justices of Interscholastic Competitions, copying all team members, with the attachment named [Competition]Team_OralArgumentPractice.
- Submit the room reservation form a minimum of two business days before any practice. Make sure you also properly notify the Welcome Desk of any Practitioner Coach(es) attending practices. Information on (and links to) reserving rooms and signing in guests (and arranging for their parking) can be found [here](#).
- Record (video and audio) at least one oral argument round and review it with the Competition Faculty Advisor(s) or Practitioner Coach(es) at least one week before competition.
 - o Your Competition Faculty Advisor(s) or Practitioner Coach(es) must sign off that they have reviewed the recorded oral argument.

Other:

- Submit updates of progress (your calculation of hours spent brief writing, oral argument practice, etc.) to the Associate Justice of Administration the second Tuesday of each month. See Appendix A.
- Complete any post-competition assessment as required by your Competition Faculty Advisor(s).
- Send thank you notes to your Practitioner Coach(es) and to anyone who judged a practice round or otherwise assisted you during your preparation.
- Submit signed affidavits of Academic Honesty at the end of the semester of your competition.
- After completion of everything above, sign and date this checklist.
- Finally, submit this signed checklist to either Professor Love Koenig, Professor Mazzie, or the Chief Justice, for faculty and e-board review.

Student Competitor

Date

APPENDIX C

Student and Coach Travel Financial Guidelines

August 2024

To: All students & coaches who travel for moot court/client skills/other competitions or conferences

From: Philip Plestina
Director of Finance and Budget
MU Law
Phone 288-5368
philip.plestina@marquette.edu
Room 240E

Subject: Student & Coach Travel Financial Guidelines
For use during 2024-25 Academic year

The purpose of this document is to outline the policy and procedures regarding the financial side of students & coaches participating in moot court competitions/client skills/other competitions/conferences.

The University operates on the reimbursement method. This means that you will pay for most expenses out of your personal funds, save your original receipts, complete the reimbursement form request and receive prompt reimbursement. Here is the online link for reimbursement: [Reimbursement Form Link](#)

How do I process the registration fee?

After the team has been selected, the registration fee should be processed on a timely basis. Please complete the registration form and forward it to me. I will process the payment and forward directly to the hosting institution. It takes approximately 3-4 weeks to have a Marquette University check issued.

How do I make travel arrangements?

Airfare

Airline reservations will be made by a moot court or client skills board member. (For competitions that do not fall into either category, you are responsible for making your own airfare arrangements and submitting the receipt for reimbursement.)

Auto

Travel by auto is reimbursable at the University rate, which is currently 67 cents a mile. Receipts for tolls are not necessary. The reimbursement of 67 cents a mile covers gas, oil and normal maintenance costs.

Keep in mind that the University does not carry insurance on private automobiles, even though the vehicle is being used on official University business.

Hotel

Reservations should be made as early as possible so we receive the preferred rate. A personal credit card is needed to secure the reservation. Sharing of rooms is highly recommended to save money. When checking out of your hotel, request and retain your detailed hotel bill. The original hotel bill is required for reimbursement.

What is the meal allowance?

Meals are reimbursable at a rate of \$30/day (\$40/day for New York state, Washington, D.C., and California). This means the maximum reimbursement for meals (defined as: breakfast, lunch, dinner) per day is \$30, including gratuities. For example, if you choose to skip breakfast, you will have \$30 for lunch and dinner. The daily rate is not a per diem—it is expected that if your actual daily meal cost is less than the allowable rate, only that actual cost should be submitted for reimbursement. Individual meal expenses in excess of \$10 must be supported with receipts. It is University policy that you must present a receipt showing the detail of the items purchased. A receipt showing the total paid must be accompanied by the detailed receipt showing what was purchased. It is not reasonable that each meal costs \$10. It is not acceptable to request reimbursement of \$10 for each meal without receipts.

Law students are expected to use good judgment and discretion when selecting the amount to spend on meals for which reimbursement is requested. Alcohol expenses are not reimbursable.

What is the guideline for other expenses incurred while traveling?

The following expenses are allowable for reimbursements (save your receipts!):

Taxi/Uber/Lyft, public transportation, parking at Mitchell airport, local telephone use

The following expenses are not allowable for reimbursement:

Snacks, mini-bar, rental of movies, any items of personal nature, long distance telephone use, rental of equipment (including laptops or printers)

Is it ok to share expenses with other team members?

Lots of teams have successfully shared expenses. For example, one person might be responsible for the room cost while the other person is responsible for taxi costs.

Rotating meal expenses has also worked well. For example, one person might pay for lunch on day one, and another would pay for lunch on day two. Remember to always request and retain your receipt. For the meals, note the meal (breakfast, lunch or dinner) and the list of participants. Keep in mind the \$30/day maximum meal allowance per person.

What else do I need to know?

It is the University's policy that any expense greater than \$10 be supported with a receipt. Always request and retain your original receipt for reimbursement.

How do I process my reimbursement request upon return from the competition?

Complete the “travel form” ([Reimbursement Form Link](#)) within two weeks after returning from your competition. At the top, include the name of the competition and your mailing address. Near the bottom, sign the form. Upload your scanned receipts to the reimbursement link above.

The reimbursement process takes 4-5 weeks. Your reimbursement check will be mailed to the address you have provided on the travel form. If you do not have your check after 5 weeks of submitting your form and original receipts to me, please let me know.

Feel free to contact me if I can answer any questions or provide any additional information.

APPENDIX D

Travel Reimbursement Form

Click [here](#)

APPENDIX E

Consent Form for Website and Social Media

MARQUETTE LAW SCHOOL MOOT COURT ASSOCIATION CONSENT FORM

Student Name: _____ ID: _____

Permission to Share Photographs on the Law School's Website and Social Media

Marquette University Law School Moot Court Association shares photographs on the Law School's website and on Moot Court Association social media platforms (e.g., Instagram, Threads, Twitter ("X"), LinkedIn) for Moot Court educational and promotional purposes.

By signing, I hereby ☐ agree ☐ do not agree to allow the Moot Court Association to use my image or my photographs without my further review or approval.

Further, I ☐ allow ☐ do not allow the Moot Court Association to tag me in any posts.

Signature: _____

Date: _____

Social Media Handles

Instagram @ _____

Threads @ _____

Twitter ("X") @ _____

LinkedIn _____

APPENDIX F

AWA Bailiff Training for In-Person Oral Argument

Marquette Moot Court Association

AWA Bailiff Training for In-Person Oral Argument

Before the round begins:

1. Check in with the AWA professor or the professor panel about 20 minutes before the round begins.
 - Retrieve the timekeeper sheet (use page 2 here), timekeeper cards, and party nameplates (Appellant/Appellee). Check the SharePoint AWA submodule for these documents.
2. Go to the assigned room where round will occur.
3. Ensure both teams have arrived. Competitors are expected to arrive at their rooms at least 10 minutes before start time.
4. Have competitors fill out the timekeeper sheet. Ensure minutes allotted for each team adds up to 30 total minutes. Let competitors know where you will be seated.
 - The professor will sit in front of the podium, either a few rows back, or at the bench, if in the trial courtroom. Bailiffs should find a seat off to one side, but somewhere within line of sight of the competitor at the podium. Make sure the competitors are comfortable with where you'll be seated.
5. About 5 minutes before start time, ensure both teams are ready and seated at counsel's table. Wait for the professor.
6. As the professor enters room, announce the case:
 - **"All rise! Oyez! Oyez! Oyez! All persons having business before the Honorable, the Fourteenth Circuit Court of Appeals, are admonished to draw near and give their attention, for the Court is now sitting. God save the United States and this Honorable Court. Please be seated."**

During the round:

1. Keep time pursuant to how the competitors have filled out the timekeeper sheet.
 - Hold up **time remaining** cards when appropriate. (i.e., hold up "5" when 5 minutes remaining, "1" when 1 minute remaining).
 - When time reaches "0," **do not** announce time is up. Just hold up "STOP" until the competitor stops speaking.

After the round is over:

1. When the last competitor is finished and returns their seat (usually the Appellant on rebuttal), announce the round is over:
 - **"All rise! The Fourteenth Circuit Court of Appeals is now in recess. Will counsel please step out of the room while the Judge completes the scoring sheets. In several minutes, we will call you back into the courtroom for comments."**
2. The professor will fill out their score sheets while competitors wait outside the room.
3. When the professor is ready, retrieve the competitors so they can receive feedback.

Questions?

[Sydney Wilcox](#), Chief Justice: 920-412-8067

[Julius Rohwer](#), Associate Justice of Education (AWA): 262-409-6092

AWA TIMESHEET

Appellant:

Minutes allotted for Issue 1: _____

Minutes allotted for Issue 2: _____

Optional, Rebuttal: _____

TOTAL: 30 minutes

Appellee:

Minutes allotted for Issue 1: _____

Minutes allotted for Issue 2: _____

TOTAL: 30 minutes

APPENDIX G

Jenkins Competition Bailiff Training for In-Person Oral Argument

Marquette Moot Court Association

Jenkins Competition Bailiff Training for In-Person Oral Argument

Before the round begins:

1. Check in with the point person.
 - Retrieve the timekeeper sheet, timekeeper cards, judge sheets, party nameplates (Petitioner/Respondent), stopwatch if necessary. Check the SharePoint Jenkins submodule for these documents.
2. Go to the assigned room where round will occur.
3. Ensure both teams have arrived. Competitors are expected to arrive to rooms at least 15 minutes before start time.
4. Have competitors fill out the timekeeper sheet. Ensure minutes allotted for each team adds up to 30 total minutes. Let competitors know where you will be seated.
 - Judges will sit in front of the podium, a few rows back. Bailiffs should find a seat off to one side but somewhere within line of sight of the competitor at the podium. Make sure the competitors are comfortable with where you'll be seated.
5. About 5 minutes before start time, ensure both teams are ready. Retrieve judges.
6. As judges enter room, announce the case:
 - **"All rise! Oyez! Oyez! Oyez! All persons having business before the Honorable, the Supreme Court of the United States, are admonished to draw near and give their attention, for the Court is now sitting. God save the United States and this Honorable Court. Please be seated."**

During the round:

1. Keep time pursuant to how the competitors have filled out the timekeeper sheet.
 - Hold up **time remaining** cards when appropriate. (i.e., hold up "5" when 5 minutes remaining, "1" when 1 minute remaining).
 - When time reaches "0," **do not** announce time is up. Just hold up "0" until the competitor stops speaking.

After the round is over:

1. When the last competitor is finished and returns to their seat (usually the Petitioner on rebuttal), announce the round is over:
 - **"All rise! The Supreme Court of the United States is now in recess. Will counsel please step out of the room while the Justices complete their scoring sheets. In several minutes, we will call you back into the courtroom for comments by the Justices."**
2. Judges will deliberate and fill out their score sheets while competitors (and any spectators) wait outside the room. *Remind judges that they are not to disclose their scores to the competitors when competitors return for feedback.*
3. When the judges are ready, retrieve the competitors so they can receive feedback from the judges.
4. Take judge's score sheets to the tally room.

Questions?

[Sydney Wilcox](#), Chief Justice: 920-412-8067

[John Caucutt](#) or [Daniel Underwood](#), Associate Justices of Intramural Competitions (Jenkins): 262-443-8478 (John); 779-233-0129 (Daniel)

TIMESHEET FOR JENKINS COMPETITION

Petitioner:

Minutes allotted for Issue 1: _____

Minutes allotted for Issue 2: _____

Optional, Rebuttal: _____

TOTAL: 30 minutes

Respondent:

Minutes allotted for Issue 1: _____

Minutes allotted for Issue 2: _____

TOTAL: 30 minutes

APPENDIX H

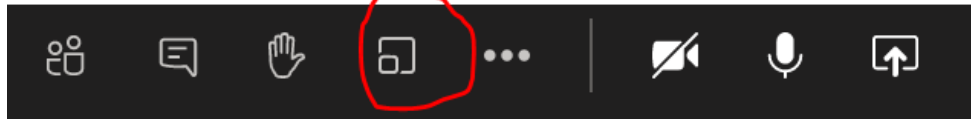
AWA Bailiff Training for Virtual Oral Argument

Virtual Bailiff Instructions | Professor Panels Fall 2024

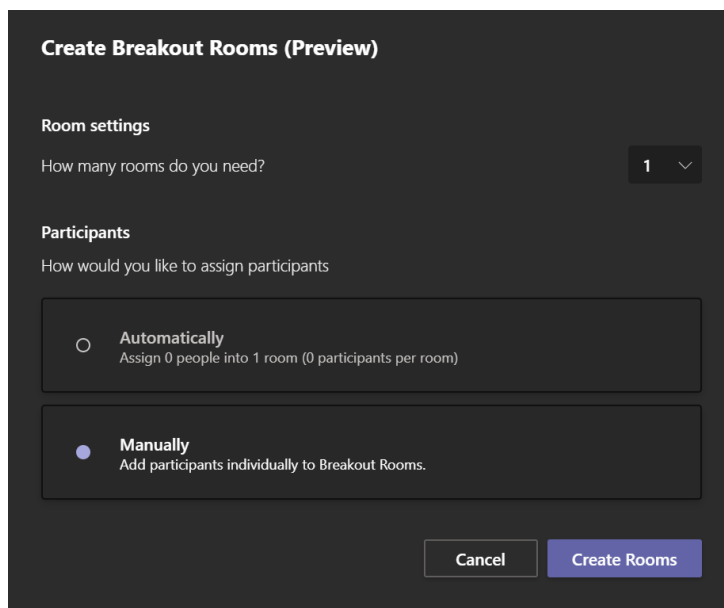
The documents referenced within (Time Cards; Timekeeper Sheet) are posted on the Moot Court Association AWA coaches' Moot Court General Board SharePoint site.

Below is a brief overview to help ensure AWA graded oral arguments run smoothly and you can focus your energy on bailiffing:

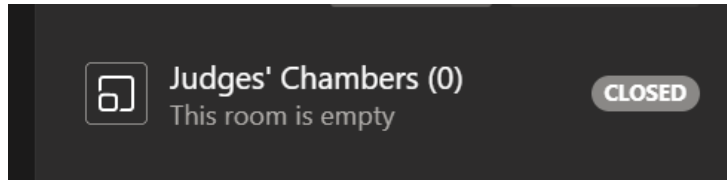
- **Required before bailiffing an argument: print Time Cards, print Timekeeper Sheet, bring time-keeping device (phone, laptop, tablet). If you have questions about any of these requirements, contact [Julius Rohwer](#) (262-409-6092) ASAP.**
 - To minimize distractions, bailiffs may not use laptops or phones during the arguments for any purpose other than timekeeping.
- Before your scheduled argument, create a Microsoft Teams meeting. The meeting participants will be the competitors, judges, bailiff, Patrick Yang (IT), and Julius Rohwer.
- Start the Meeting at least 15 minutes before the scheduled argument. This way, we can ensure that the round doesn't overlap with another round, and we can work out any technology kinks before the arguments.
- Technology Aspects:
 - Once you join the meeting—and before the others join—create a breakout room for the judges by selecting the breakout room icon in the icon bar:



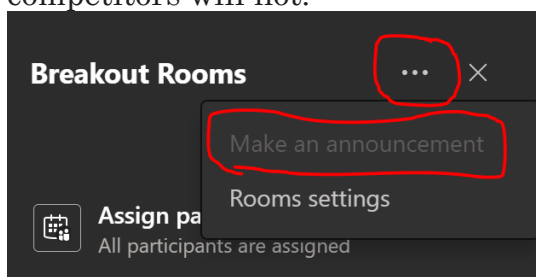
- For your room settings, choose one (1) breakout room and tick the circle to manually add participants to that room.

A screenshot of the 'Create Breakout Rooms (Preview)' dialog box. It has a dark background with white text. At the top, it says 'Create Breakout Rooms (Preview)'. Below that, under 'Room settings', it asks 'How many rooms do you need?' with a dropdown menu showing '1'. Under 'Participants', it asks 'How would you like to assign participants'. There are two options: 'Automatically' (with an unselected radio button) and 'Manually' (with a selected radio button). The 'Manually' option has a subtext: 'Add participants individually to Breakout Rooms.' At the bottom right, there are two buttons: 'Cancel' and 'Create Rooms'.

- Once the room is created, click the three ellipses after it and select “rename room.” Rename the room Judges’ Chambers.



- Headphones help minimize background noise. This will help ensure everyone can hear clearly.
- Keep your camera off and microphone muted during the argument but turn your camera on to show the appropriate time cards.
- To see everyone, make sure you are in [gallery view](#).
- [Marquette University's directions for using Microsoft Teams](#). If you have questions or concerns about Microsoft Teams meetings, [please contact the IT Services Help Desk](#).
- “Bailiff Instructions” (below) lays out what to do during the argument.
- Arguments will proceed in the following order:
 - Student representing appellant on issue 1; student representing appellant on issue 2; student representing appellee on issue 1; student representing appellee on issue 2; appellant will offer a rebuttal for allotted amount of time.
- Usually, panels will range from one hour to an hour-and-a-half. This includes oral arguments and feedback from the judges.
- Once the argument has concluded, the bailiff will put judges in a breakout room to deliberate.
- To [move](#) the judges to the breakout room, go to the breakout rooms icon, and under “Assign Participants,” tick the boxes to select the judges. Then indicate, by clicking on the ellipses, which room you want to assign them to (the Judges’ Chambers). Finally, “open” the breakout room called Judges’ Chambers. The judges should receive a warning that they will be moved in 10 seconds.
- After five or so minutes, check in with the judges to see if they are ready to return to the main room. You can check in with the judges by clicking the ellipses next to Breakout Rooms. When you have people in a room, “Make an Announcement” will be an available option. “Making an Announcement” allows you to send a message to the breakout room. When judges reply, you will see that reply, but the competitors will not.



- When the judges are ready, “close” the breakout room. Closing the breakout room returns the judges to the main meeting, where they can provide feedback.
- There is no dress requirement for bailiffs, but please keep in mind that this is a professional event and business attire is strongly recommended for both judges and AWA students.
- Julius Rohwer intends to be available during all scheduled arguments. Should a question or comment arise, please email or call/text [Julius](#) (262-409-6092).

Marquette Moot Court Association

AWA Bailiff Training for Virtual Oral Argument

Before the round begins:

1. Print time cards and timekeeper sheet.
2. Make sure you have a time keeping device (phone, laptop, tablet).
3. Start the Teams Meeting at least 15 minutes before the argument's scheduled start time.
4. Ensure both teams have arrived. Competitors are expected to join the Meeting at least 15 minutes before start time.
5. Talk with competitors and fill out the timekeeper sheet. Ask Appellant if they will be saving time for rebuttal, and if so, how long they would like to reserve for rebuttal. Ensure minutes allotted for each team adds up to 30 total minutes. Let competitors know that you will turn your camera on to hold up time cards.
6. Once everyone has joined the Meeting and everyone is set to start, announce the case:
 - **"Oyez! Oyez! Oyez! All persons having business before the Fourteenth Circuit Court of Appeals of the United States, are admonished to draw near and give their attention, for the Court is now sitting. God save the United States and this Honorable Court."**

During the round:

1. Keep time pursuant to how the competitors have filled out the timekeeper sheet.
 - Hold up **time remaining** cards when appropriate. (i.e., hold up "5" when 5 minutes remaining, "1" when 1 minute remaining).
 - When time reaches "0," **do not** announce time is up. Just hold up "0" until the competitor stops speaking.

After the round is over:

1. When the last competitor is finished (usually the Appellant on rebuttal), announce the round is over:
 - **"The Fourteenth Circuit of the United States is now in recess. The Judges will be moved to Chambers to complete their scoring sheets. In several minutes, they will return to provide counsel with comments."**
2. Judges will deliberate and fill out their score sheets in the breakout room. *Remind judges that they are not to disclose their scores to the competitors when competitors return for feedback.*
3. When the judges are ready, retrieve the competitors so they can receive feedback from the judges.
4. After feedback, ensure competitors and judges have nothing further. Please remind judges to *promptly* email their completed score sheets to Julius Rohwer at julius.rohwer@marquette.edu. Then, you may end the meeting!

APPENDIX I

Jenkins Competition Bailiff Training for Virtual Oral Argument (Preliminary Rounds)

Virtual Bailiff Instructions | Preliminary Rounds²

Before the Round:

- Print Timecards and the Timekeeper Sheet. Both are available on the Moot Court Association Jenkins coaches' Moot Court Association General Board SharePoint site, and the Timekeeper Sheet is at the end of these instructions.
- Have a time-keeping device ready (e.g., phone, laptop, tablet).
 - To minimize distractions, do not use laptops or phones during the arguments for any purpose other than timekeeping
- You will receive a copy of the preliminary round schedule. If you did not, please contact the Associate Justices of Intramural Competitions. That schedule tells you which virtual courtroom you will be in, which teams will be arguing there, and which judges will be in your round.

Pre-Round Details:

- There will be one Meeting link for each day of the preliminary rounds.
- Before you join the meeting, *be sure to update Zoom* because Zoom usually has weekly updates.
- Join the Meeting at least 20 minutes before the scheduled argument. When you join the Meeting, you will be in what we will informally refer to as “the Forum.” Someone from IT and/or Professor Love Koenig or Professor Mazzie will be in the Forum and one of them will make you a co-host.
- For the host or co-host, if the Zoom meeting was created without breakout rooms, be sure to create them at this time. To create a breakout room, go to the taskbar at the bottom of your screen, click on breakout rooms, create the amount necessary, then select how you would prefer to assign competitors to the rooms. There will be multiple breakout rooms, each a virtual courtroom.
- The Meeting is set up so that competitors and judges can move themselves in and out of breakout rooms. However, you, as a co-host, can move people in or out of the breakout room if necessary (e.g., someone doesn't know how to move themselves or cannot move themselves). If, for any reason, you may need to change the name of the breakouts, hover to the right of the breakout you want to rename and click “Rename.” You *can* do this during the rounds.
- Plan to move to your virtual courtroom 15 minutes before the argument begins. Keep an eye on the competitors and judges who are supposed to be in your courtroom for that round. Make sure everyone has joined the courtroom no later than 10 minutes before the round, if possible.
- Once everyone is assembled in the virtual courtroom, run through the tasks listed below:
 - Verify that everyone can be seen and heard. (*i.e.*, Ask everyone to turn on their cameras and to unmute and say something to test the audio.)
 - Request from the competitors the order of speakers. Request from

² Assumes using Zoom

- Petitioners who will do rebuttal.
- Request from the competitors the amount of time they want for their arguments.
- Verify that the competitors have named themselves with first and last names. (*A person can rename themselves by clicking the three ellipses in the upper right corner of the frame and selecting “rename.”*)
- Request the judges select a “chief justice.”
- Request that the judges rename themselves “Justice [last name].” The person designated chief justice should rename themselves to “Chief Justice [last name].” (*A person can rename themselves by clicking the three ellipses in the upper right corner of the frame and selecting “rename.”*)
- Verify the order of speakers for the judges (so the judges can put their score sheets in that order).
- Remind everyone that they should choose “gallery view.” (*A person can choose “gallery view” by selecting it from the options in the upper right corner of their screens.*)
- Remind everyone that they should *not* use the chat feature.
- Remind judges that they should ask questions by unmuting and speaking (*not* by using the raise-your-hand feature).
- Remind everyone that they should stay muted until speaking.
- Remind judges that they should always have their cameras on during the round.
- Remind competitors should have their cameras off until they are speaking.

During the Round:

- Once the pre-round details have been addressed, the round can begin. You, as bailiff, will call the case.
 - **“Oyez! Oyez! Oyez! All persons having business before the Honorable, the Supreme Court of the United States, are admonished to draw near and give their attention, for the Court is now sitting. God save the United States and this Honorable Court.”**
- The chief justice is responsible for managing the oral argument. That is, the chief justice should tell the competitors when to begin (after making sure that all the other judges are ready) and should grant any request for rebuttal. If the chief justice does not call on counsel to begin, gently remind the chief justice that they should do so.
- Arguments will proceed in the following order: student representing petitioner on issue 1; student representing petitioner on issue 2; student representing respondent on issue 1; student representing respondent on issue 2; petitioner will offer a rebuttal for the allotted amount of time.
- Keep time pursuant to how the competitors have filled out the timekeeper sheet.
 - Turn on your camera and show *time remaining* cards when appropriate (*i.e.*, hold up “5” when 5 minutes remaining, “1” when 1 minute remaining).
 - When time reaches “0,” *do not* announce time is up. Just hold up “0” until

- the competitor stops speaking.
- Once rebuttal has concluded, the chief justice should announce that the case has been submitted.
- You, the bailiff, will announce the court is in recess:
 - **“The Supreme Court of the United States is now in recess. Counsel must please return to the Forum while the judges deliberate. Counsel will then be brought back in for justices’ feedback.”**
- Make sure all competitors have left the virtual courtroom. Once they have left, tell the judges that you will turn off your camera and mic while they deliberate.
- Judges should turn off their camera and mics while they deliberate. Once they have emailed their scores to the Associate Justices of Intramural Competitions (<mailto:john.caucutt@marquette.edu> or <mailto:daniel.underwood@marquette.edu>), they should turn their camera back on.
- When all judges have their cameras on, pull the competitors back into the virtual courtroom for feedback.
- Judges should not announce a “winner”; in fact, no one will know who won any particular round until after the weekend is over.
- After feedback, everyone is free to leave the Meeting. Some judges may need to judge another round; if they are unable to move themselves to their next virtual courtroom, please assist them by moving them.

Things to Know:

- There is no dress requirement for bailiffs, but please keep in mind that this is a professional event and business attire is strongly recommended for everyone.
- Bailiffs may become co-hosts and assist with moving competitors in and out of breakout rooms.
- Should a question or concern arise, please call or text John Caucutt (262-443-8478) or Dan Underwood (779-233-0129).

TIMESHEET FOR JENKINS COMPETITION

Petitioner:

Minutes allotted for Issue 1: _____

Minutes allotted for Issue 2: _____

Optional, Rebuttal: _____

TOTAL: 30 minutes

Respondent:

Minutes allotted for Issue 1: _____

Minutes allotted for Issue 2: _____

TOTAL: 30 minutes