

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