MOOT COURT ASSOCIATION
Members’ Handbook
2020-21
Dear Moot Court Association Members-at-Large,

Welcome to the 2020-2021 Marquette University Moot Court Association. On behalf of the Executive Board, I am writing to welcome you to the program and to express our gratitude for your involvement.

First and foremost, congratulations! Each of you conquered challenging appellate legal issues in AWA last fall and have shown tremendous ability and enthusiasm for legal writing and appellate advocacy. Some of you even dared to take on the issues of the Jenkins Honors Competition last spring. Though, unfortunately, the COVID pandemic interrupted the oral argument portion in the spring, I’m glad we were able to complete those oral arguments this fall. In any event, no matter your path, you have proven yourself as one of our school’s top oral advocates and earned your 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, ultimately navigating tough legal issues and evaluating circuit splits. Employers will recognize your participation in a national moot court competition as evidence of your legal writing and research skills, ability to argue persuasively and passionately, time management skills, and incredible work ethic.

No doubt, it will be challenging, but know your teammates are working equally hard to ensure our success. It is important we support and motivate one another as a team: Ask how brief writing is going. Offer to listen to oral arguments. Wish competitors good luck before competitions and congratulate them when they return. Of course, you will form a unique, special bond with your partners as you prepare for individual competition together. I hope the relationships you develop with your teammates are just as rewarding as any skill.

However, competing at national competitions is just part of what we do: We are also here to teach and continually learn about appellate advocacy and 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. 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 with a common goal in mind of being better every year. Those competitors who came before you worked hard to gain the national recognition this program deserves. It is our responsibility to not only continue that legacy of success but also to do our part to better the program a little every year. Whether in your roles as competitors, coaches, board members, or otherwise, be mindful of how we can be a little better this year and the next. Specifically, this year we aim to conquer virtual arguments (the new normal of the moot court world) and to work harder to hold ourselves accountable. At the end of the year, we’ll be more prepared for lawyering in the pandemic and post-
pandemic world, and we’ll look back on a proven track record of what works and what we can change for the better.

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 member of the Executive Board if you have any questions or concerns. We are here for you.

Work hard, have fun, and good luck!

Best,

Olivia McQuade
Chief Justice, Marquette University Moot Court Association
EXECUTIVE BOARD

Olivia McQuade  
Chief Justice

Colleen Mandell  
Associate Justice of Administration

Ashley Rossman  
Associate Justice of National Moot Court Competition

Tori Nanstad  
Associate Justice of Interscholastic Competitions

Kelley Roach  
Associate Justice of Interscholastic Competitions

Haley Wentz  
Associate Justice of Education

Kelsey Pelegrin  
Associate Justice of Intramural Competitions

Naomie Kweyu  
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Haley Wentz
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 Appellate Writing and Advocacy 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 the 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
2020-21

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 2021-22 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 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.

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 for the different competitions available in an attempt to target talented students in particular areas of law (e.g., IP law, sports law, labor law, etc.);

3. Encourage 1L participation as bailiffs or assistants at the National Moot Court Competition, Jenkins Honors Moot Court Competition, or during AWA final arguments; and

4. Encourage competitors on interscholastic moot court teams to hold open practices so interested 1Ls and 2Ls can see how moot court operates.
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.

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

1. Serve on one of the Moot Court Committees, as assigned by the Chief Justice (NMCC, AWA, or Jenkins);
2. Attend Moot Court General Board meetings;
3. Attend Moot Court Association Fall and Spring Receptions;
4. Participate in the Moot Court Association Appellate Practice Panel;
5. Serve as a coach to participants in the Appellate Writing and Advocacy course and in the Jenkins Honors Moot Court Competition;
6. Serve as a bailiff to participants in the Appellate Writing and Advocacy course and in the Jenkins Honors Moot Court Competition;
7. Participate in Panel Weekend for the Appellate Writing and Advocacy course and the Jenkins Honors Moot Court Competition; and
8. Volunteer for Moot Court Association-sponsored competitions and events; 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 according to Appendix A and submit that log to the Associate Justice of Administration by 11:59 PM the second Tuesday of each month.

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.

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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.

Uniqueness of 2020-21 Academic Year
Because of the COVID pandemic, competition during the 2020-21 academic year will be unlike any year before it. This subsection explains what you can expect in this unusual year.

Virtual Competitions
As of the date this Handbook was published, all Fall competitions and most Spring competitions have announced they would be held virtually. (Some competitions have regional rounds and a national round; some of those competitions have indicated that they hope to hold the national rounds in person, but such plans are subject to change.) Anticipate that all competitions in which Marquette Law moot court competitors will participate will be held virtually.

Virtual Meetings & Practices
Competitors should therefore plan to hold meetings, conferences and practices with their Competition Faculty Advisor(s), Practitioner Coach(es), and each other virtually, preferably using Microsoft Teams. (Faculty Advisor(s) can set up a “team” for you.)

In-Person Meetings & Practices
Should any competitors, Competition Faculty Advisor(s), or Practitioner Coach(es) choose to meet or practice in person, they are required to follow Marquette University’s and Law School’s COVID protocols, including but not limited to wearing a mask and maintaining a six-foot social distance from any other person.

Reading the Rest of This Information for Interscholastic Moot Court Competitions
This Information for Interscholastic Moot Court Competitions was draft for and used in previous years. It assumed in-person meetings, conferences, practices, and competitions. That will not be the reality this year. What follows has been modified to account for virtual participation in interscholastic moot court competitions; however, some of the prior year’s sections remain and would apply should conditions change such that we can move to in-person participation.

Subject to Change
As with everything in this pandemic, 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 with all competitors.

General Expectations of Competitors
As representatives of Marquette University Law School, competitors must conduct themselves in an ethical, civil, and professional manner at all times, including in practices and competitions.
Student competitors who will miss class to participate in a competition must notify professors in advance and must comply with class policies regarding attendance.

Initial Scheduling Conference
All teams should have a virtual scheduling conference with their Competition Faculty Advisor(s) within one week of receiving their competition problem. Prior to the initial scheduling conference, team members should read the rules for their competition. Reading the rules is particularly important for this year; virtual competitions are new, and team members cannot rely on the Competition Faculty Advisor(s) or Practitioner Coach(es) to recall “the way things have been done.”

At the initial scheduling conference, competitors, 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 issue to argue; completing research tasks; developing an argument outline; completing of a draft of the argument section; completing the joint sections; and setting up any other “checkpoints” that the competitors and Competition Faculty Advisor(s) deem appropriate.

Ultimately, the goal of this scheduling conference is to use the Competition Faculty Advisor(s)’ experience to help construct a timeline with consideration to competitors’ class, work and other schedules.

Remember, however, that many competition rules forbid professors 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.

Submitting a Draft of Brief
Competitors will be required to submit a draft of their brief to an Associate Justice of Interscholastic Competitions and to their Competition Faculty Advisor(s) at least 48 hours prior to the final deadline. A draft should be a completed Argument section needing only minor revisions such as grammar, spelling, and 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 legal writing classes. 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 upload its brief to the MULS Moot Court TWEN page and must provide a finished version of the brief to their Competition Faculty Advisor(s) and Practitioner Coach(es).

Second Scheduling Conference
No more than one week after the submission of the final brief, competitors are expected to hold a second scheduling conference with their Competition Faculty Advisor(s) to schedule oral argument preparations. Competitors 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, competitors, 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 Practitioner Coach(es) or other practice panels. Competitors will be expected to complete a minimum of ten practice rounds before the final competition, five per side.

Practices should start immediately after the brief has been submitted. As well, the dates of oral argument practices must be submitted to both the Competition Faculty Advisor(s) and the Associate Justice 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, Briefing, and Practice Schedules**
Because a moot court competition is considered a law school course for which competitors receive academic credit, competitors must meet on a regular basis 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 briefs together and then meet for oral argument practice.

Competitors 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. It is important for teams to attempt to set aside periodic blocks of time between noon and 2 PM and between 5 PM and 7:30 PM. The Competition Faculty Advisor(s) will 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 be relying on the oral argument practice schedule the team submits in setting up these practices.

In addition, as soon as competitors set these schedules of deadlines and a weekly meeting time, competitors must submit their practice times and dates to an Associate Justice of Interscholastic Competitions with a Word document entitled “Scheduling Conference.” The Executive Board will monitor competitors’ progress and do its best to assist competitors with meeting each deadline throughout the semester.

**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.

These practices should be done 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.

Competitors will be expected to complete a minimum of ten practice rounds before the final competition, five per side. The team must do one scrimmage or formal run-through virtually for other national competitors from the Moot Court Association and interested 1Ls and 2Ls.

Competitors 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 a way 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.

**Zoom Room**

Part of the Moot Court office has been re-figured as a “Zoom Room.” That space contains an appropriate background for virtual oral arguments, a table with a tabletop podium, a chair, and computer equipment and accessories sufficient to transmit and record oral argument on a virtual platform. Other than adjusting the height of the camera to suit the oralist, do not adjust, move, or otherwise monkey with the equipment.

So long as the law school is open to students, the Zoom Room is available for team members to use for their oral argument practices and, potentially, for their virtual competitions (depending on competition rules). A reservation sheet will be developed and posted on the Moot Court Association’s TWEN page. Please note that only two people can be in the Zoom Room at any one time.

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

As noted above, team members should hold practices virtually on Teams or on the virtual platform that will be used in their competition. Holding in-person practices will not replicate the virtual oral argument experience. Additionally, because of social distancing requirements, finding an appropriately sized room in the Law School will be difficult. Finally, asking Practitioner Coach(es) or other practice judges from outside the Law School to come into the Law School to come into the Law School is presently prohibited.

However, should practices at some point return to in-person, students must reserve rooms through the Marquette Law website. Following this procedure is extremely important, especially when the Practitioner Coach(es) will be attending practices. For the Practitioner Coach(es) to access 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: [https://law.marquette.edu/assets/current-students/pdf/moot-court-team-guidelines.pdf](https://law.marquette.edu/assets/current-students/pdf/moot-court-team-guidelines.pdf)

Teams are also required to send thank you notes 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 competitor in a regional, national, or international competition in the semester of participation. Credit will be granted when competitors successfully complete all requirements set forth in the By-Laws or as assigned by the Program Faculty Advisor(s) or the Executive Board.

Academic 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.

Competitors 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 Board.

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 Associate Justice of Administration. Be advised that the reimbursement process can take up to five (5) weeks.

Expenses for Virtual Competitions
Generally, expenses should be lower for competitors in virtual interscholastic moot court competitions because there will be no travel. However, it’s unclear as yet precisely how such competitions will run and what kind of expenses competitors may encounter in preparing for and competing in them.

Therefore, 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 Marquette University Law School Director of Budget and Finance what, if any, expenses are reimbursable.

General Information on Travel Arrangements
It is unlikely that any team will be traveling for an interscholastic moot court competition this year. However, should travel become a possibility, this section explains how the Moot Court Association handles travel for competitors. Some tasks and expenses are handled directly by the Associate Justice of Administration; other tasks and expenses are the competitors’ individual responsibilities. Consult the By-Laws for additional details.
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 Marquette University Law School 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 Marquette University Law School Director of Budget and Finance. **Tickets for travel must be 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 without receipt. Please be sure to keep track of mileage on the travel expense reimbursement form. Private automobiles are not covered by University insurance even if they are used for official University business.

Meals can be reimbursed at a rate of $30 per day ($40 for New York State and Washington, D.C.). 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 competitor skips breakfast, that competitor then has the entire meal rate for the actual costs of any remaining meals. Competitors 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.

Competitors must make hotel reservations on their personal 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 the discounted competition rates. Competitors of the same gender must share a room, with two or more to a room, if possible.

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

The following additional expenses **cannot** be reimbursed: (a) snacks; (b) minibar; (c) movies; (d) items of a personal nature; (e) long distance telephone calls; and (f) equipment rental, including laptops and printers.

Competitors 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 competitor is paying for meals for other competitors, make sure to 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 copying 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 (https://law.marquette.edu/assets/law-library/pdf/Student-Binding-Request-Form.pdf) 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 vendor like Kinkos.

For copying, binding, and mailings 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 Travel Reimbursement Form (Appendix D), including the name of the competition and competitors’ mailing address. Also, please attach all original receipts. Be sure to complete the form in its entirety, signing it on the bottom left corner where indicated. After the form is complete, return it to the Moot Court mailbox or the Associate Justice of Administration’s mailbox, located on the second floor of the law building. Reimbursement takes approximately four to five weeks.
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 in accordance with the requirements of the specific competition and credit requirements.

5. Arranging judges for practices (professors, alumni, practicing or retired attorneys/judges/etc., 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 of 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.
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 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 students. Please remember that these guidelines are present to ensure that academic regulations are met and to provide 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 may not 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 the arguments of their teams. Additionally, coaches are required to attend a virtual meeting later in the Fall semester to discuss the problem. However, coaches are not permitted to change the substantive content of their teams’ oral arguments; rather, they are permitted to help them identify both strong and weaker aspects of their 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 teams’ 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 serve on at least one of the coaches’ panels during the dates and times 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 will be recorded, so coaches are encouraged to meet with their teams early in the following week to review the arguments.

Panel Weekend rounds will not count toward the mandatory five practices.

**Affidavit of Compliance**

Both 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 arguments unless and until the Executive Board successfully arranges 1L volunteer bailiffs.
Jenkins Honors Moot Court Competition
2021 Coaching Information

Members of the General Board are required to serve as coaches for the 2021 Jenkins Honors Moot Court Competition. This opportunity is intended to help the 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 students. Please remember that these guidelines are present to ensure that academic regulations are met and to provide students with an opportunity to become comfortable with oral advocacy. More information will be provided in early 2021.

**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 Justice 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 the arguments of their teams. Additionally, coaches are required to attend a virtual meeting in early 2021 to discuss the problem. Coaches are not permitted to change the substantive content of their teams’ oral arguments but are permitted to help them identify both strong and weak aspects of their 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 and to prepare them for the competition. Because it is anticipated that most if not all of the Jenkins rounds will be held virtually, most practices should be virtual. 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 be in charge of ensuring that the coaching requirements are satisfied.

Each team must practice with their 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.

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 a 2021 Jenkins Honors Moot Court Competition Exit Interview Evaluation after the competition.

Panel Weekend
The Associate Justice of Intramural Competitions may organize a Panel Weekend for the Jenkins competitors. Panel Weekend may be in-person or virtual (or both), depending on conditions in Spring 2021.

If a Panel 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 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 Weekend rounds will 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 (if any), the semi-final rounds, and the final round.
Bailiffing Rounds for Appellate Writing and Advocacy and for Jenkins Honors Moot Court Competition

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

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

Likewise, Jenkins Student Coaches and/or 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 quarter-final rounds (if any), the semi-final rounds, and the final round.

Instructions for bailiffs of in-person oral arguments appear in Appendix E (AWA) and Appendix F (Jenkins). The Executive Board or the Program Faculty Advisor(s) will develop training for those bailiffing virtual oral arguments.

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

General Board Credit Worksheet
# General Board Credit Worksheet

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

- **Complete committee duties**
  - (NMCC, Jenkins, AWA)

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

- **Attend all General Board meetings**

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

- **Attend Fall and/or Spring reception**

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

- **Coach an AWA/Jenkins team**

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

- **Bailiff for AWA/Jenkins rounds**

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

- **Assist in Panel Weekends in AWA/Jenkins**

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

- **Other MULS Moot Court events and activities**

  Briefly describe:
  
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________
  ____________________________________________________

The total approximate hours I spent on the above activities this week:

Please fill out this sheet and send it to the Associate Justice of Administration at colleen.mandell@marquette.edu and CC the Chief Justice at marilyn.mcquade@marquette.edu by 11:59 PM the second Tuesday of each month.

By signing this document, I acknowledge everything on this document is true, complete, and correct to the best of my knowledge:

X ________________________________
APPENDIX B

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 member, in addition to any requirements set forth in the By-Laws, is expected to fulfill the following requirements:

Practice/Competition requirements:

At the start of the competition:
- Submit updates of progress (brief writing, oral argument practice, etc.) to the Associate Justice of Administration the second Tuesday of each month.
- 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 then can meet for the mandatory oral argument practices.
- Meet virtually as a team with the Competition Faculty Advisor(s) within one week of the release of the competition problem to set up a research, briefing, and practice schedule.
- Provide the Competition Faculty Advisor(s) with blocks of time they have set aside to work on brief writing and oral arguments.

Completion of the brief:
- Submit a draft of the appellate brief to the Competition Faculty Advisor(s) 48 hours prior to 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, publish the brief to the MULS Moot Court TWEN page and, if the team has not already done so, submit a final version to the Competition Faculty Advisor(s) and the Practitioner Coach(es).

Oral argument practices:
- Schedule at least three virtual 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 Practices must begin immediately after the brief is submitted to the competition.
- Submit practice times and dates to the Associate Justice of Interscholastic Competition for your competition.
- Record (video and audio) at least one oral argument round and review it with 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.
- Complete one scrimmage/formal run-through two weeks prior to oral arguments virtually for fellow national competitors and interested 1Ls and 2Ls.

Other:
- Submit signed affidavits of Academic Honesty at the end of the Fall and Spring semesters.
- 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
June 2019

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

From:  Chris Monroe
        Director of Finance and Budget
        MU Law
        Phone (414) 288-3884
        christine.monroe@marquette.edu
        Room 240E

Subject: Student & Coach Travel Financial Guidelines
For use during 2019-20 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.  The reimbursement process generally takes
approximately 4-6 weeks.

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 4-6 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 58 cents a mile.  Receipts
for tolls are not necessary.  The reimbursement of 58 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 and Washington, DC). This means the maximum reimbursement for meals (defined as: breakfast, lunch, dinner) per day is $30.00, including gratuities. For example, is 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 $10.00 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.

What is the guideline for other expenses incurred while traveling?
The following expenses are allowable for reimbursements (save your receipts!):
Taxi, 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 this past year 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 will pay for lunch on day one, and another will 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” (attached). At the top, include the name of the competition and your mailing address. Near the bottom, sign the form. Attach your original receipts to the form and drop off the paperwork in Eckstein Hall Student Affairs.

The reimbursement process takes 4-6 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 4-6 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

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).
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 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 or professor panel 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 or professor panel 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 (or Judges, if a professor panel) completes the scoring sheets. In several minutes, we will call you back into the courtroom for comments.”
2. The professor or professor panel will fill out their score sheets while competitors wait outside the room.
3. When the professor or professor panel is ready, retrieve the competitors so they can receive feedback.

Questions?
Olivia McQuade, Chief Justice: marilyn.mcquade@marquette.edu
Haley Wentz, Associate Justice of Education (AWA): haley.wentz@marquette.edu
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 F

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.
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?
Olivia McQuade, Chief Justice: marilyn.mcquade@marquette.edu
Kelsey Pelgrin, Associate Justice of Intramural Competitions (Jenkins): kelsey.pelegrin@marquette.edu
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