Dear Moot Court Association Members-at-Large,

Welcome to the 2018-2019 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 a challenging Fourth Amendment issue 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 immigration law in the Jenkins Honors Competition last spring. 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 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.
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 all of 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!
Emily Gaertner
Chief Justice, Marquette University Moot Court Association
EXECUTIVE BOARD

Emily Gaertner  
*Chief Justice*

Kelsey Stefka  
*Associate Justice of Administration*

Jehona Osmani  
*Associate Justice of National Moot Court Competition*

Simone Haugen  
*Associate Justice of National Competition*

Will Ruffing  
*Associate Justice of National Competitions*

Libby Grabow  
*Associate Justice of Education*

Sadie Olson  
*Associate Justice of Intramural Competitions*

Anne O’Meara  
*Associate Justice of the State Bar of Wisconsin: Appellate Practice Section*

GENERAL BOARD

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Katie Bakunowicz  
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Torrean Edwards  
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Grace Gall  
Olivia Garman  
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Matt Sowden
Amy Spanczak
Christina Szocka
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Andrew Wood
Chue Xiong
Travis Young
Committees

National Moot Court Competition Committee (NMCC)

Jehona Osmani

Travis Bachofen
Raymond Cluckey
Zeinat Hindi
Jad Itani
Lizzy King
Austin Lower
Anna Meulbroek
Ian Pomplin
Rohit Rangarajan
Shayla Sanders
Curtis Walther
Chue Xiong
Travis Yang

Appellate Writing and Advocacy (AWA) Committee

Libby Grabow

Brandon Brown
Killian Commers
Hannah Compton
Grace Gall
Jade Hall
Alexander Hensley
Tyler Kongslien
Grant McGovern
Matt Sowden
Amy Spanczak
Aleysha Thomas
Andrew Wood
Sergio Quinones
Intramural Competitions (Jenkins) Committee
Sadie Olson

Claudia Ayala
Katie Bakunowicz
Jessica Delgado
Torrean Edwards
Anna Gage
Olivia Garman
Andrew Goldner
Fatima Malik
Charles Polk
Samuel Simpson
Christina Szocka
Description of Moot Court Program

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

As a prerequisite to competing in intramural and extramural competitions, all interested students must take the Appellate Writing and Advocacy elective. Appellate Writing and Advocacy 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, culminating in a spring intramural moot court competition.

Top Appellate Writing and Advocacy students will be invited to participate in the Jenkins Honors Moot Court Competition conducted during the spring semester. Participating students have preference when the Executive Board places competitors on our national moot court teams for the following year. In addition to competing to win the Jenkins Honors Moot Court Competition, students also compete for the Best Oral Advocate and Best Brief awards.

All students who complete the Appellate Writing and Advocacy course may participate in extramural moot court competitions the following year. Students may choose from a variety of competitions and receive two (2) credits for competing in a competition and one (1) 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, National Competitions, Intramural Competitions, and the National Moot Court Competition. Only those students who compete in the Jenkins Honors Moot Court Competition can be nominated to serve on the Executive Board.

Students who participate in the Jenkins Honors Moot Court Competition or 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 organizing the Jenkins Honors Moot Court Competition and administering various moot court activities. Additionally, all members of the Moot Court General Board serve on committees and as coaches for students participating in Appellate Writing and Advocacy course and in the Jenkins Honors Moot Court Competition.

The Moot Court By-Laws govern the selection of all members of the Moot Court Board.
Moot Court Program Goals
2018-19

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 2019-20 Moot Court Board;

3. Provide Appellate Writing and Advocacy Competitors with individual attention, support, and practice opportunities as they prepare for oral argument; and

4. Provide competing teams with guidance and assistance, within competition guidelines, to give them the tools to continue to succeed at the highest levels.

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 teams and competitors who will successfully represent Marquette University Law School at the highest levels of regional and national competitions;

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

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

4. Encourage national competitors to hold open practices so interested 1Ls and 2Ls can see how moot court operates.
Information for Board Members

Executive Board Members must complete a minimum of one hundred twenty (120) hours of qualifying service and will receive two (2) academic credits. Additional information regarding credit requirements is included in this Handbook and in the By-Laws.

To receive full service credit, Executive Board Members must fulfill all duties as prescribed by the By-Laws.

General Board Members are eligible for one (1) academic credit upon the successful completion of all requirements outlined in the By-Laws. A minimum of sixty (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. 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; and
7. Volunteer for Moot Court Association-sponsored competitions and events and fulfill any other duties considered necessary by the Executive Board and/or the Program Faculty Advisor(s)

Additional information regarding credit requirements is included in the By-Laws.

All academic credits for participation on the Moot Court Board will be assigned in the spring semester.

<table>
<thead>
<tr>
<th>Moot Court Board</th>
<th>Spring Semester Credit(s)</th>
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<td>Executive Board Members</td>
<td>2</td>
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<td>General Board Members</td>
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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 A.

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 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. 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 the Moot Court Board and 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).

**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 the Associate Justice of National 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 (3) oral argument practices per week where there is at least one (1) 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 (10) practice rounds before the final competition, five (5) 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 National Competitions.

**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 p.m. and between 5 p.m. and 7:30 p.m. 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 the Associate Justices of National 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**

Competitors must average **at least** three (3) oral argument practices per week where there is at least one (1) 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 (10) practice rounds before the final competition, five (5) per side. The team must do one scrimmage or formal run-through in front of other national competitors from the Moot Court Association and interested 1Ls.

Competitors must also videotape at least one (1) oral argument and review that tape with the Competition Faculty Advisor(s) or Practitioner Coach(es) at least one (1) week before competition. To record an oral argument round, contact the Media & Technology staff to set up the time and date for recording. The Practitioner Coach(es) or the Competition Faculty Advisor(s) must sign off that he or she has reviewed the recorded oral argument.

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

Students must reserve rooms for oral argument practice 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 (2) 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 (2) 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 one hundred twenty (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 and fourth Tuesday of each month.

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
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.

For the most part, the University operates on a reimbursement method. This means that competitors will pay for most expenses out of personal funds and the University will reimburse them. Competitors will be required to save all original receipts and complete the reimbursement paperwork to be submitted to the Associate Justice of Administration. Be advised that the reimbursement process can take up to five (5) weeks. Expenses greater than $10 must be supported by the original receipt.

1. 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.

2. 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 on the Travel Reimbursement Form, which is attached as Appendix B.) 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 meal 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.

3. **Copying and Mailing Costs**
The Marquette University Law School has a purchase order with Print World, located at 16th & Wells, (414) 342-6800, printworldmilwaukee.com. This enables copy charges to be billed directly to Marquette University. Please provide Print World with the following purchase order number: PO 187169. Obtain a receipt and place it in the Moot Court mailbox. Please be sure to write the name of the competition on the receipt.

For mailings, please request and obtain original receipts for reimbursement purposes. Please record the expense and include it on the Reimbursement Form.

4. **The Reimbursement Process**
Complete the Travel Reimbursement Form (Appendix B), 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 (4) to five (5) weeks.
Student Competition Coaches’ Information

Student Coaching Guidelines
Some national competition teams will be assigned a student coach. The student coach is responsible for all aspects of his/her 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 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 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 in order to help coaches better understand the arguments of their teams. Additionally, coaches are required to attend a meeting later in the semester to discuss the problem. However, coaches are not permitted to change the substantive content of their teams’ oral arguments, but rather 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 in order 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 may not guide their teams until after submission of the first draft of the brief.

After the submission of the first draft, coaches may practice with their teams and begin preparing them for the oral argument phase of the Appellate Writing and Advocacy course.
Coaches must arrange at least five (5) oral argument sessions. Additional practice is encouraged but optional. Coaches may not, however, meet with their teams more than ten (10) 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 Appellate Writing and Advocacy Coach Exit Interview Evaluation.

Students in the Appellate Writing and Advocacy course are also expected to complete an exit interview evaluation.

**Panel Weekend**
Coaches will be required to serve on at least one of the coaches’ panels during one of two weekends as indicated in the AWA syllabus. Coaches are expected to sign up to be judges for three (3) to four (4) rounds; Panel Weekend is about a five- to six-hour time commitment. This round will be videotaped, so coaches are encouraged to meet with their teams early in the following week to review the arguments.

The panel will not count towards 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 Appellate Writing and Advocacy Coaching Packet.

**Bailiffing**
Coaches are required to bailiff one (1) or two (2) rounds of Appellate Writing and Advocacy arguments unless and until the Executive Board successfully arranges 1L volunteer bailiffs.
Jenkins Honors Moot Court Competition
2019 Coaching Information

Members of the General Board are required to serve as coaches for the 2019 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 2019.

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 in order to help coaches understand the arguments of their teams. Additionally, coaches are required to attend a meeting in early 2019 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 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. Practices should alternate between opposing sides of the problem set in order 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. 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 only an administrative position only. The head coach will be in charge of reserving a room to practice in and ensuring that the coaching requirements are satisfied.

Each team must practice with their team at least five (5) 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 2019 Jenkins Honors Moot Court Competition Exit Interview Evaluation after the competition.

**Affidavit of Compliance**
The head coach will be required to submit an affidavit at the end of the competition to certify that he/she has 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 round, and the final round.
APPENDIX A

CHECKLIST FOR MOOT COURT NATIONAL COMPETITORS

Practice and General Board Credit Requirements

The national competitions are worth two academic credits. Serving on the General Board is worth one academic credit. To receive these credits, student competitors must complete 120 hours of research, writing, editing, and oral argument practice, and 60 hours of general board activities. 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, are 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 and fourth 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 as a team with the Competition Faculty Advisor(s) within a week of the release of the competition problem to set up a research, briefing, and practice schedule.
- Teams must 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) forty-eight (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 twenty-four (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).

Oral argument practices:
- Schedule at least 3 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 panel.
  o Practices must begin immediately after the brief is submitted to the competition.
- Submit practice times and dates to the Associate Justice of National Competition for your competition.
- Videotape 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 he or she has reviewed the recorded oral argument.
- Complete one scrimmage/formal run-through two weeks prior to oral arguments in front of fellow national competitors and interested 1Ls and 2Ls.

**General board requirements:**
- Serve on one of three committees (AWA, NMCC, or Jenkins)
- Attend all meetings
- Attend Fall and Spring receptions
- Coach an AWA team and a Jenkins team
- Bailiff for AWA and Jenkins rounds
- Act as judges and/or otherwise assist in Panel Weekends for AWA and Jenkins
- Volunteer for moot court-sponsored events, and fulfill any other duties considered necessary by the MULS Moot Court executive board and/or Program Faculty Advisor(s).

**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 B
<table>
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<th>DATE</th>
<th>TRANSPORTATION (attach receipts)</th>
<th>LODGING</th>
<th>MEALS</th>
<th>OTHER EXPENSES (TOLLS, PHONE, ETC)</th>
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Total Expense

% to be reimbursed

$ to be reimbursed

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I hereby certify that the above expenses were for official business for Marquette University.

Signature

Date

I certify that these expense conform to the guidelines set forth in the University Travel Policy.

Authorized Signer/Approver

Date

COMPLETE AND SEND TO THE COMPTROLLER'S OFFICE WITHIN 60 DAYS AFTER TRIP.

* ATTACH ORIGINAL RECEIPTS

Retain a copy for your records

Form Date 2/23/2018