

2021 ISBA High School Mock Trial Invitational

March 12 - 14, 2021

REGISTRATION MATERIALS

Illinois State Bar Association

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Mock Trial Coordinator, Katy Flannagan

Email: il.hs.mocktrial@gmail.com
Phone: 630.485.1824

PLEASE NOTE!

VIRTUAL EVENT: The ISBA High School Mock Trial Invitational will return in 2021 in a virtual format due to COVID-19!

Due to the changed format and new challenges in planning, **late submissions will NOT be allowed**. In addition, please note that many of our deadlines are EARLIER than usual to give us more time for planning.

FORM SUBMISSION: All forms, other than Team Registration Form and Registration Fee, must be submitted **electronically**. Please see pages 2 - 3 for details. Different forms will be submitted via different methods (Google Documents, DocuSign and Email/PROcess).

Please carefully read this packet and mark the dates on your calendar!

PLEASE REMEMBER: Teams that have not submitted the initial registration form by **JANUARY 22, 2021** will **NOT** be allowed to participate in the 2021 Invitational. In addition, registered teams that do not submit all remaining forms and the registration fee by **FEBRUARY 26, 2021** will **NOT** be allowed to participate in the 2021 Invitational.

We regret this, but it is necessary for us to have time to properly prepare for the Invitational.

2021 ISBA High School Mock Trial Invitational

MANDATORY FORMS

This packet includes registration forms and documents that **MUST** be completed and submitted by the established deadlines.

Deadline – January 22, 2021 (via email electronically)

- ☐ The official team Registration Form

Teams who have not submitted the registration form by January 22, 2021 will NOT be allowed to participate. This deadline is firm and will NOT be extended under any circumstance.

Deadline – January 29, 2021 (submitted electronically)

- ☐ The Official Team Roster (including student email and age)

Deadline – February 26, 2021 (submitted electronically)

- ☐ Registration fee of \$160 (check made out to LEARN) (submitted via MAIL)
- ☐ Code of Conduct form (signed by teachers & students)
- ☐ Certificates of Release for all students attending (must be signed by parent/guardian or student, if 18 years old or older)
- ☐ Certificate of Assurance (signed by teacher)
- ☐ Special Requests (*optional*)

Teams that have not submitted all remaining required forms and registration fee by February 26, 2021 will NOT be allowed to participate in the 2021 Invitational.

The Registration Fee is not refundable after February 26, 2021. Teams that withdraw after that date without good cause may disqualify their team from participating in next year's Invitational.

Deadline – March 11, 2021 at 10:00 am (submitted electronically)

- ☐ Copy of team trial roster (listing which student is performing which role)

ELECTRONIC SUBMISSIONS

Below is a description of how the electronic submission process will work. Different forms will be submitted using different processes, so please read carefully below.

Registration form

- Please send the registration form to the Coordinator via email at il.hs.mocktrial@gmail.com.

Team Roster Form and Special Requests form- Google Document Form

- Included in this form you will find a LINK to a Google Document form for the team roster. Once this form is submitted, you will not be able to make changes to the form. If you need to make changes to any form, please contact the Coordinator at il.hs.mocktrial@gmail.com.
 - When filling out the team roster, the coach will be required to:
 - Select the age of the student (over 18 or under 18)
 - Submit an email address for each individual student.
 - **If your team has a special request, please use the link to fill out that form.**

Code of Conduct Form, Certificates of Release, Certificate Assurance from the Teacher/Coach:

- Once the roster has been received, the Coordinator will send an electronic packet of forms including the Code of Conduct, Certificates of Release and Certificate of Assurance form via **DocuSign**.
 - The forms will be sent to each student listed on the roster at the email address listed. The forms will be sent automatically from one student to the next after the previous student fully signs all required locations.
 - Please note: if one student fails to sign off of on the documents when they are sent to that student in line, it will hold up all of the documents for the other students – please remind your students to sign as quickly as possible once they receive the documents in their email chain.
 - The coach will receive the packet of documents last to review before signing off and submitting the documents.
- **Please note:** this year the certificate of assurance includes an additional verification from the teacher/coach that the school has participated in at least one virtual trial using Zoom and that the students and coaches are familiar with the addendum to the handbook regarding the virtual trial rules and procedures. There is no form for attending a Regional competition or scrimmage this year.

Trial Rosters – DUE March 11, 2021 by 10:00 am Central Time:

- Information on submission of trial rosters will be released later via email. Rosters will either be submitted in PDF form via email to the Coordinator on the date above, or via an online software called PROcess.

If there are any issues or technical difficulties with the electronic submission process, please contact the Coordinator, Katy Flannagan, at il.hs.mocktrial@gmail.com.

MARK YOUR CALENDARS!

The 2021 ISBA High School Mock Trial Invitational will be held

Friday, March 12, 2021 through Sunday, March 14, 2021

VIRTUALLY!

If you wish to receive information about the Invitational, please join our mock trial e-mail list by e-mailing Katy Flannagan at il.hs.mocktrial@gmail.com. This list is only available for teachers and lawyer coaches.

Case materials were posted on the ISBA website on **November 2, 2020**.

Check the ISBA website for updates:
<http://www.isba.org/teachers/mocktrial>

MOCK TRIAL REGISTRATION

To register, teams must complete the following **Registration Form** by **January 22, 2021** and submit it to the Coordinator via Email at il.hs.mocktrial@gmail.com. Additionally, the teams will need to submit the **Registration Fee** of \$160 by **February 26, 2021** at the address listed below.

Payment must be by **check** or **money order only**. No purchase orders will be accepted.

Please make checks and money orders payable to **LEARN**.

(Illinois LEARN is a not-for-profit corporation affiliated with the ISBA)

Send checks, with a copy of the completed Registration Form, to:

ISBA High School Mock Trial Invitational
Attn: Kim Furr
424 S. Second Street
Springfield, Illinois 62701
Email: il.hs.mocktrial@gmail.com

REGISTRATION FORM

My school wants to participate in the 2021 ISBA High School Mock Trial Invitational. Our check for **\$160.00** will be sent via mail by **February 26, 2021**. [We understand that this form must be emailed to the Coordinator by January 22, 2021 no later than 11:59 P.M. and the registration fee must be postmarked by February 26, 2021 or our team will not be allowed to participate.](#)

Teacher/Coach _____

School/Team name _____

School address _____

County _____

School phone number _____

School fax number _____

Teacher/Coach e-mail _____

Teacher/Coach cell number _____

Send this completed form to il.hs.mocktrial@gmail.com by January 22, 2021.

Please include a copy of this form with the Registration Fee (payable to: LEARN) – Fee to be sent to:

ISBA High School Mock Trial Invitational

Attn: Kim Furr

424 S. Second Street

Springfield, Illinois 62701

REGISTRATION DEADLINE: January 22, 2021

If you have questions about the Mock Trial Invitational, please contact Coordinator Katy Flannagan at **630-485-1824** or by e-mail to il.hs.mocktrial@gmail.com.

OFFICIAL TEAM ROSTER FORM

Must be submitted by January 29, 2021.

This Official Team Roster may not exceed **ten (10)** students. No less than **five (5)** and no more than **seven (7)** students listed on this Roster may participate in any trial at the Mock Trial Invitational. The trial participants must be listed on the Participating Team Rosters on the last pages of this Registration Packet.

Any updates to this Roster MUST be submitted before or on the first day of the Invitational, before **10:00 am** Central Time. Up to **three (3)** members listed on this Roster may serve as alternates who may participate if any listed trial participant is unable to participate.

You may only list ONE student's name per line on the attached electronic form.

In addition to a student's name, please include a valid email address for the student/student's family AND please check the box reflecting the age of the student (over or under 18 years old).

Please use this link to fill out the team roster form: <https://forms.gle/635UeN6XyaKk9YoLA>

Illinois State Bar Association Code of Conduct for High School Mock Trials

The ISBA Standing Committee on Law-Related Education for the Public works diligently each year to provide a challenging educational opportunity to showcase student achievement at the annual High School Mock Trial Invitational. The goals of the ISBA High School Mock Trial Invitational are to stimulate and encourage a deeper understanding and appreciation of the legal system through an experiential learning opportunity.

Specific goals include:

- To increase student understanding of the American judicial system.
- To familiarize students with the law, courtroom procedures and the legal system.
- To build bridges of cooperation and respect between the community and the legal profession.
- To improve skills such as listening, speaking, writing, reading, analyzing, and working as a team.
- To learn the meaning of good citizenship and civility through involvement in our system of law and justice.
- To develop team spirit, establish goals, and work toward a common goal.

From time to time, volunteers, teams, staff or guests have experienced or witnessed occasional negative behavior that must be curtailed. To that end, attached is a document for your review and signature. Please share this document with all student participants, lawyer coaches and any others who will be attending the mock trials at the regional levels and/or at the High School Mock Trial Invitational.

All student participants, teachers and coaches must sign the attached document affirming that they have reviewed the attached Code of Conduct and shared it with any others who might attend the event.

Examples of unacceptable behavior include but are not limited to the following:

- ☐ Any act or statement meant to intimidate an opposing team or team member before, during or after the trials.
- ☐ Any act or statement meant to disrupt the orderly flow of courtroom procedures or the mock trial event, i.e., creation of material fact, overzealous objecting, parental interference, teachers/coaches communicating with students during the trials, cheating, etc.
- ☐ Any act or statement meant to intimidate a volunteer lawyer, judge or staff member overseeing the mock trial event.

Thank you for your cooperation.

Illinois State Bar Association Code of Conduct for High School Mock Trials (continued)

Participants must adhere to specific rules of practice and procedure that govern the ISBA High School Mock Trial Invitational. The ISBA's Standing Committee on Law-Related Education requires that all participants follow the Mock Trial Code of Conduct.

- Student Participants - shall conduct themselves with the highest standards of decorum, showing respect for their fellow team members, opponents, judges, evaluators, attorney coaches, teacher coaches and ISBA staff and committee members. All students shall work to accept both successes and defeats with dignity and restraint. All trials shall be conducted with honesty, fairness and civility. Students shall avoid trial tactics they know are wrong or violate the Mock Trial Rules, including the creation of material facts and use of materials outside the mock trial program.
- Teacher Coaches - shall agree to focus attention on the educational value of the mock trial experience and discourage violations of the Rules. Teachers shall instruct all mock trial team participants as to proper trial procedure and courtroom decorum and shall assist students in understanding and abiding by all Mock Trial Rules and this Code of Conduct.
- Lawyer Coaches - shall uphold the highest standards of the legal profession and will encourage fair play, always bearing in mind that they represent an honorable profession and are acting not only as mock trial advisors, but as role models.
- Parents/Guardians - shall promote academic, emotional, physical and moral wellbeing above desire and pressure to win, and shall teach, advocate, model, and promote the development of good character to include: (a) trustworthiness; (b) respect; (c) responsibility; (d) fairness; (e) caring; and (f) citizenship, and shall respect participants, volunteers, opposing teams, ISBA staff members and all others involved, to promote fair play and uphold the spirit of the rules in the activity, and to model appropriate behavior at all times.
- Other Observers - shall be bound by all Rules and this Code of Conduct and agree to abide by these provisions. Team members and coaches are responsible for ensuring that all observers are aware of this Code of Conduct. Other observers shall be prepared to accept both successes and defeats with dignity and restraint.

Participants agree to address any concerns or questions during the Invitational to the Coordinator, a member of the LRE Committee, or the presiding judge (if during a trial). Concerns or questions after the Invitational should be directed to Coordinator Katy Flannagan at il.hs.mocktrial@gmail.com. Participants, coaches, and observers shall not contact volunteer judges or lawyers about the event.

Violations of the Code of Conduct may result in disqualification from future mock trial events.

**Illinois State Bar Association
Code of Conduct for High School Mock Trials (continued)**

Must be submitted by February 26, 2021.

Teachers, lawyer coaches, student team members and other observers should read and be familiar with the Code of Conduct. By signing the attached form the teacher, lawyer coach and each individual student acknowledge that they have read all of the rules and further acknowledge that they have reviewed the rules with all parents, guardians, and other guests attending the Invitational.

The Code of Conduct is contained above in pages 7 and 8 of this packet. All students, teachers and observers must read and be familiar with the Code of Conduct. Please ensure that the students/coaches/parents have reviewed this form PRIOR to electronically signing the Code of Conduct.

THE CODE OF CONDUCT FORM WILL BE SUBMITTED ELECTRONICALLY VIA DOCUSIGN. TEAMS WILL RECEIVE MORE INFORMATION ABOUT THIS PROCESS AFTER SUBMITTING THEIR REGISTRATION FORM AND REGISTRATION FEE.

**ISBA HIGH SCHOOL MOCK TRIAL INVITATIONAL PARENT AND STUDENT
RELEASE FORMS**

MUST BE SUBMITTED BY FEBRUARY 26, 2021.

Each student will be required to submit a release of liability form to the ISBA before they will be allowed to participate in the mock trials. Please select the correct form below and submit it by electronically signing it and filling out all required information.

THIS FORM WILL BE SUBMITTED VIA DOCUSIGN.

**ISBA HIGH SCHOOL MOCK TRIAL INVITATIONAL CERTIFICATE OF
ASSURANCE**

MUST BE SUBMITTED BY FEBRUARY 26, 2021.

Each team coach will be required to submit a certificate of assurance stating that the students prepared all of the work presented at the mock trials, that they are familiar with the virtual trial format, and that they are familiar with and have practiced using Zoom (there will be more detail in the form).

THIS FORM WILL BE SUBMITTED VIA DOCUSIGN.

SPECIAL REQUESTS FORM

Must be submitted by February 26, 2021.

If your team has a special request for the event or any other special need or accommodation, please submit the attached form. Every effort will be made to accommodate requests; however, **requests cannot be guaranteed**. Requests must be accompanied by an explanation of reason for the request. **PLEASE NOTE: The requirements for this year's requests have changed slightly to accommodate our new virtual event and new schedule. More details regarding what types of requests will be allowed are included in the form.**

Please use this link to fill out the special requests/accommodations form:
<https://forms.gle/gRMtUogmep1BRu8S9>

PARTICIPATING TEAM ROSTER - PROSECUTION/PLAINTIFF TEAM

(Teams may complete this form and distribute at trial or submit a roster created by their team)

Please email one copy of your trial roster to: il.hs.mocktrial@gmail.com before 10:00 am Central Time on the day before the first day of the event.

NAME OF SCHOOL/TEAM: _____

The following students will be participating in this trial:

Opening Statement: _____

First Witness: _____

(Playing the role of _____)

Direct Examination by: _____

Second Witness: _____

(Playing the role of _____)

Direct Examination by: _____

Cross Examinations by _____

(Cross examining _____)

Cross Examinations by _____

(Cross-examining _____)

Closing Argument: _____

PARTICIPATING TEAM ROSTER - DEFENSE/DEFENDANT TEAM

Teams may complete this form and distribute at trial or submit a roster created by their team)

Please email one copy of your trial roster to: il.hs.mocktrial@gmail.com before 10:00 am Central Time on the day before the first day of the event.

NAME OF SCHOOL/TEAM: _____

The following students will be participating in this trial:

Opening Statement: _____

First Witness: _____

(Playing the role of _____)

Direct Examination by: _____

Second Witness: _____

(Playing the role of _____)

Direct Examination by: _____

Cross Examinations by _____

(Cross-examining _____)

Cross Examinations by _____

(Cross-examining _____)

Closing Argument: _____