2022 ISBA High School Mock Trial Invitational

REGISTRATION MATERIALS

MARK YOUR CALENDARS!

The 2022 High School Mock Trial Invitational will be virtually on

Friday, March 11, 2022, through Sunday, March 13, 2022

If you are a coach and want 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. Only coaches may join this email list.

Case materials for 2022 were posted on the ISBA website on November 15, 2021.

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

Illinois State Bar Association
424 South Second Street, Springfield, IL 62701
800.252.8908   217.525.1760   Fax: 217.525.9063

Mock Trial Coordinator, Katy Flannagan
Email: il.hs.mocktrial@gmail.com
Phone: 630.485.1824
SUMMARY OF IMPORTANT CHANGES

VIRTUAL EVENT: This year’s Invitational will be virtual again, due to COVID-19 concerns. Because of the additional challenges of planning a virtual event, late submissions will NOT be allowed, so please plan accordingly.

More details about the virtual event will be shared with coaches and posted on the ISBA Mock Trial webpage. Some aspects may be different than in 2021, so please make sure to review instructions and rules carefully.

FORM SUBMISSION:

Registration Form: This year, teams will register via an online form on the ISBA website and may pay the $160 registration fee by check, money order or credit card. Credit card payments will include an additional, non-refundable $5 administrative charge.

All Other Forms: Will be submitted electronically. Please see page 5 for details about how to submit each form.

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

PLEASE REMEMBER:

Teams that have not submitted the online Registration Form by JANUARY 28, 2022, will NOT be allowed to participate in the 2022 Invitational. Please also note that the Official Team Roster must be submitted by February 4, 2022. Receipt of this form will enable the Coordinator to send all of the other forms to the students on the team.

Finally, any registered team that has not submitted all remaining forms and the $160 registration fee by FEBRUARY 25, 2022, will NOT be allowed to participate in the 2022 Invitational.

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

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

Deadline – January 28, 2022

☐ The official team Registration Form (online)
☐ Registration fee of $160 (check/money order made out to: LEARN or credit card)

Teams that have not submitted the Registration Form by January 28, 2022, will NOT be allowed to participate. This deadline is firm and will NOT be extended. Please do not wait until the last minute!!

Deadline – February 4, 2022 (submitted electronically)

☐ The Official Team Roster (including students’ emails and ages)

Deadline – February 25, 2022 (submitted electronically)

☐ 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 Form (only if your team has a special request)

Teams that have not submitted all remaining required forms and the $160 registration fee by February 25, 2022, will NOT be allowed to participate in the 2022 Invitational. The Registration Fee is not refundable after February 25, 2022. Teams that withdraw after that date without good cause may also disqualify their team from participating in next year's Invitational.

Deadline – March 10, 2022 (submitted via PROcess – further information will be provided to teams closer to the event)

☐ Team trial roster (listing which student is performing each role)
STEP 1 - REGISTER YOUR TEAM!

REGISTRATION DEADLINE: January 28, 2022

HOW TO REGISTER:

To register your team for the 2022 High School Mock Invitational, your primary coach must complete the new online Registration Form and submit the team’s Registration Fee of $160, by January 28, 2022.

This online form is located on the ISBA website on the Mock Trial homepage and may also be accessed via the links for payment by credit card and check described below.

PAYMENT CHANGES:

Starting this year, teams may pay the Registration Fee by check, money order or credit card. No purchase orders will be accepted. Credit card payments will include a $5 administration charge.

TO PAY BY CHECK:

Complete and submit the online Mock Trial Team Registration Form for Check Payment. Print the page that appears after submitting the form and mail check or money order to:

Illinois State Bar Association
Attn: Kim Furr
424 S. Second Street
Springfield, Illinois 62701

TO PAY BY CREDIT CARD:

Complete the online Mock Trial Team Registration Form for Credit Cards. Follow the instructions on the webpage.

When you submit the online form, your team’s Primary Coach will get an email confirming the submission, which tells you the ISBA has received your Registration Form. You will not receive another confirming email from the Coordinator.

If you have problems with the online Registration Form, please email Kim Furr at kfurr@isba.org.
STEP 2 – COMPLETE THE REMAINING FORMS!

EXPLANATION OF ELECTRONIC SUBMISSION PROCESS

All forms (other than the online Registration Form) MUST be submitted electronically, as set forth below. Different forms will be submitted different ways, so please read carefully.

Official Team Roster Form & Special Requests form– Google Docs
• Included in this form is a LINK to a Google Doc form for the Official Team Roster. Once this form is submitted, you cannot make changes. If you need to make changes, please email Katy Flannagan: il.hs.mocktrial@gmail.com.
  ▪ When filling out the team roster, you must:
     ▪ Select the age of the student – over 18 or under 18
     ▪ Provide an email address for each student.
• If your team has a special request, use the link for the Special Requests form.

Code of Conduct, Certificates of Release, Certificate of Assurance forms:
• Once the Coordinator receives your team’s roster, she will send an electronic packet that includes the Code of Conduct, Certificates of Release, and Certificate of Assurance forms via DocuSign.
  ▪ The forms will be emailed to each student on the roster to their listed email address. The forms will be sent automatically from one student to the next after the previous student fully signs all required locations.
    ▪ If a student does not sign off on the documents upon receipt, 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 Coordinator will send the primary coach and email with instructions on how to use DocuSign, along with the order of the students in which the forms will be sent. Before contacting the Coordinator with questions or for an update on where in the order the forms are, please refer to the instruction email and check with the students in the order provided.
  ▪ The coach will receive the packet of documents last to review before signing off and submitting the documents.

Please note: This year’s Certificate of Assurance includes a verification from the teacher/coach that the team has completed a virtual trial (see Supplement to Handbook) using Zoom and that the team and coaches are familiar with the Handbook and supplement regarding the virtual program’s rules and procedures.

Trial Rosters – DUE March 10, 2022, via PROcess
• Coaches will receive information on submission of trial rosters closer to the event.

Having problems with the electronic submission process? Contact the Mock Trial Coordinator, Katy Flannagan, at il.hs.mocktrial@gmail.com
OFFICIAL TEAM ROSTER

Deadline: Must be submitted by February 4, 2022

The Official Team Roster may not exceed ten (10) students total. This Roster must include all students that will participate in the Invitational (including timekeepers). No fewer than five (5) and no more than seven (7) students listed on this Roster may participate in any trial at the Invitational. In addition to this form, teams must submit a Trial Roster listing students that will be participating as attorneys and witnesses in each trial. Examples of Trial Rosters are located at the end of this Registration Packet.

Updates to this Roster MUST be submitted by noon on March 10, 2022 (the day before the Invitational starts). Up to three (3) students listed on this Roster may serve as alternates who may participate if a student listed as a trial participant on the Trial Roster is unable to participate; however, these three alternates cannot result in the Official Team Roster exceeding a total of ten (10) students.

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/ff7ppLzBm1BcZa8p7
ISBA 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.

Civility, professionalism, and good sportsmanship are important components of the Mock Trial experience and help to make the event positive and fun for all. Occasionally, volunteers, teams, staff, or guests experience or witness negative behavior that must be curtailed. To that end, attached is Code of Conduct for your review and signature.

Please share this with all student participants, coaches and guests who will be attending mock trials at the regional levels and/or at the ISBA Mock Trial Invitational. All student participants and coaches must to sign the attached document affirming that they have read the Code of Conduct and shared it with any guests and return it to the Coordinator.

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, 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!
ISBA MOCK TRIAL CODE OF CONDUCT

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 Karayannis 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.**
ISBA MOCK TRIAL CODE OF CONDUCT

Signed form must be submitted by February 25, 2022.

Teachers, lawyer coaches, students, parents, guardians, and other observers must read and be familiar with the Code of Conduct. By signing the attached form, the teacher, lawyer coaches and each individual student acknowledge that they have read the Handbook of Rules and Regulations and any supplements and the Code of Conduct and that they have reviewed the rules and Code of Conduct with all parents, guardians, and other guests attending the Invitational. The Code of Conduct is located on pages 7 and 8 of this packet.

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.
PARENT AND STUDENT RELEASE FORMS

**DEADLINE: Must be submitted by February 25, 2022**

Each student/parent or guardian must submit a signed release of liability form to the ISBA before they will be allowed to participate in the Invitational. Students under the age of 18 must have a parent or guardian sign their form.

Please select the correct form below and submit it by completing all required information and electronically signing the form.

THIS FORM WILL BE SUBMITTED VIA DOCUSIGN.

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

**MUST BE SUBMITTED BY FEBRUARY 25, 2022.**

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 is more detail in the form).

THIS FORM WILL BE SUBMITTED VIA DOCUSIGN.

**SPECIAL REQUESTS FORM**

**DEADLINE: Must be submitted by February 25, 2022**

If your team has a special scheduling request, or other special need or request for accommodation for the Invitational, you must submit a Special Requests form. We will make every reasonable effort to accommodate requests; however, **this cannot be guaranteed**. Requests must be accompanied by an explanation of the reason for the request. More details about the types of allowed requests are included in the form.

**Please note:** For the virtual Invitational, Day 1 is a Friday. Teams should plan ahead and coordinate with students' class schedules. As all teams likely have classes on Friday, trial rounds will not be scheduled around any team’s Friday classes, absent extraordinary circumstances and a request made prior to the deadline above.

Please use this link to fill out the special requests/accommodations form: [https://forms.gle/5XrvckWhuoQiernG6](https://forms.gle/5XrvckWhuoQiernG6)
STEP 3 - GET YOUR TEAM READY FOR THE VIRTUAL MOCK TRIAL INVITATIONAL!

Keep checking the ISBA Mock Trial webpage & your email inboxes for updates &

See you in March 2022!

QUESTIONS?

Questions about the online registration form?
Email ISBA Staff Liaison, Kim Furr, at kfurr@isba.org

Problems with the electronic submission process for the other forms or other questions about the Invitational?
Email the Mock Trial Coordinator, Katy Flannagan, at il.hs.mocktrial@gmail.com.