2027 ISBA High School Mock Trial Invitational

REGISTRATION MATERIALS

MARK YOUR CALENDARS!

Saturday, March 13, 2027 & Sunday, March 14, 2027

The 2027 Invitational will be held at **Lincoln Land Community College's Main Campus** in Springfield:

Lincoln Land Community College
5250 Shepherd Rd.
Springfield, IL 62703

(Check-in will be in A. Lincoln Commons)

If you are a coach and want to receive information about the Invitational, join our Mock Trial e-mail list by e-mailing Mock Trial Coordinator, Katy Flannagan, at il.hs.mocktrial@gmail.com. Only teacher and lawyer coaches may join this email list.

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

ILLINOIS STATE
BAR ASSOCIATION

Illinois State Bar Association
424 South Second Street, Springfield, IL 62701
Tel.: 217.525.1760

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

SUMMARY OF IMPORTANT POINTS

FORM SUBMISSION:

Registration Form: 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 no longer include an 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 NOTE:

Any team that has not submitted the online Registration Form by **FEBRUARY 1, 2027**, will incur a **$20 late fee**, which must be paid with the registration fee. Further, we cannot guarantee that teams that do not register by **FEBRUARY 1, 2027** will be allowed to participate if space and/or volunteer levels become an issue. Please plan accordingly.

The **Official Team Roster** must be submitted by **FEBRUARY 5, 2027**. Receipt of this form will enable the Coordinator to send all other forms to the students on the team. This form may be amended after the deadline.

Finally, any registered team that has not submitted all remaining forms and the $160 registration fee (and late fee, if applicable) by FEBRUARY 26, 2027, will NOT be allowed to participate in the 2027 Invitational.

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

QUESTIONS FORM: Questions about the mock trial rules or Problem must be submitted **via the online form** in the Registration Materials. The deadline to submit questions is **February 26, 2027.**

SUMMARY OF MANDATORY FORMS

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

Deadline – February 1, 2027

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

Teams that do not submit the **Registration Form** by **February 1, 2027**, will incur a **$20 late fee** and we cannot guarantee they will be allowed to participate if space/volunteers become an issue. Please do not wait until the last minute!!

Deadline – February 5, 2027 (submitted electronically)

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

Deadline – February 26, 2027 (submitted electronically)

- ☐ Any questions regarding the Mock Trial Handbook, Problem or Trials

Deadline – February 26, 2027 (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)
- ☐ Certificate of Participation (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 registration fee and late fee (if applicable) by February 26, 2027, will NOT be allowed to participate in the Invitational. Mailings must be postmarked by this date.
The Registration Fee (and late fee, if applicable) is not refundable after February 26, 2027. Teams that withdraw after this date without good cause may also disqualify their team from participating in next year's Invitational.

Deadline – At event, before trials (see Handbook of Rules & Procedures)

- ☐ Team trial roster (listing which student is performing each role at the trial)

STEP 1 - REGISTER YOUR TEAM!

REGISTRATION DEADLINE: February 1, 2027

HOW TO REGISTER:

To register a team for the 2027 Invitational, your primary coach must complete the **online Registration Form** by **February 1, 2027.** This form is located on the ISBA's **Mock Trial homepage** and may also be accessed via the payment links described below.

Teams should submit the **Registration Fee** of **$160,** by **February 1, 2027,** but teams are considered registered once they have submitted the Registration Form, as long as the registration fee is submitted by the final deadline set forth in this packet.

Payment of Registration Fee:

Teams may pay the Registration Fee by **check, money order** or **credit card**. No purchase orders will be accepted. We encourage teams to use the credit card option, if possible.

TO PAY BY CREDIT CARD:

Complete the online Registration Form for **Credit Cards**. Please carefully read and follow the instructions on the webpage, as these have changed from prior years.

TO PAY BY CHECK or MONEY ORDER:

Complete and submit the online Registration Form for **Check Payment**. Checks should be made payable to **LEARN**.

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

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

If you have problems with the online Registration Form, **please email ISBA Staff Liaison, 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:

- This packet includes a LINK to a Google Doc form for the Official Team Roster. Once the form is submitted, you will not be able to edit it. If you need to make changes after submitting it, email Katy Flannagan: il.hs.mocktrial@gmail.com.
    - When filling out the Official Team Roster, you must:
        - Select the age of the student – over 18 or under 18.
        - Provide an email address for each student. **Student's personal email is preferred to school email.**
- **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.
        - A student's failure to sign off on the documents upon receipt will hold up all 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 an 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 so that they can review them before signing off and submitting the documents.

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 5, 2027

Your Official Team Roster may not exceed **ten (10)** students total and 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 will submit a Trial Roster at the Invitational before each trial that lists students that will be participating as attorneys and witnesses in that trial. There are examples of Trial Roster forms at the end of the Registration Packet, but teams are not required to use these forms.

Updates to this Roster MUST be submitted to the Coordinator no later than **March 13, 2027**, at **10:00 am** CT. Up to **three (3)** students listed on this Roster may serve as alternates who may participate if a student listed on a Trial Roster is unable to participate in a trial; however, any alternates are included in the maximum of ten (10) students allowed on the Official Team Roster, i.e. the Roster cannot exceed ten students with alternates.

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).

NOTE: The email address you provide will be used to send students and parents electronic forms via DocuSign. **Please DO NOT use an email address associated with your school if the school has created a security firewall that blocks non-school district email addresses from corresponding with students.** Doing so will delay your team's registration and may disqualify your team from participating if all forms are not signed. Because of this, using personal email addresses is preferred to school emails.

We strongly recommend using students' personal email addresses when possible. Please make sure they know to check them frequently, as well.

Please use this link to fill out the Official Team Roster form:
https://forms.gle/Y9ca9w33ZFLtFVze8

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 the delivery of justice.
- To develop team spirit, establish goals, and work toward a common purpose.

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 the 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 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 <u>unacceptable</u> 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 26, 2027.

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

MUST BE SUBMITTED BY FEBRUARY 26, 2027

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 age 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.

CERTIFICATE OF ASSURANCE FORM

MUST BE SUBMITTED BY FEBRUARY 26, 2027

Each team coach will be required to submit a certificate of assurance stating that the students prepared all work presented at the mock trials (there is more detail in the form).

THIS FORM WILL BE SUBMITTED VIA DOCUSIGN.

CERTIFICATE OF PARTICIPATION FORM

MUST BE SUBMITTED BY FEBRUARY 26, 2027

Each coach must submit a Certificate of Participation stating that their team has participated in a Regional competition or a scrimmage using the ISBA Mock Trial Problem, as stated in the Handbook of Rules & Procedures (there is more detail in the form).

THIS FORM WILL BE SUBMITTED VIA DOCUSIGN.

SPECIAL REQUESTS FORM

MUST BE SUBMITTED BY FEBRUARY 26, 2027

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 that are submitted by the deadline; however, **this cannot be guaranteed**. Requests must be accompanied by an explanation of the reason for the request. More details about the types of requests allowed are included in the form.

Please use this link to fill out the special requests/accommodations form:
https://forms.gle/Z9jmzaKzdoAb85Br7

QUESTIONS FORM

MUST BE SUBMITTED BY FEBRUARY 26, 2027

If your team has a question about the Handbook of Rules & Procedures, the How a Mock Trial Works brochure, or the Mock Trial Problem, you must submit an online Questions Form via the link below to ensure your question is addressed. Please do not email your questions to us.

Your team's coach must submit your question. **Students may not submit questions.** Please include enough specific information for us to understand your question. If your question is unclear, we may reach out to clarify it. All questions will be answered in update memoranda that will be shared with all teams.

Please use this link to fill out the questions form:
https://forms.gle/7pNpojDE4mt2z85v7

PARTICIPATING TEAM ROSTER - PROSECUTION/PLAINTIFF TEAM

(Teams must complete this form and distribute at trial)

1 copy for presiding judge
1 copy for opposing team
3 copies for evaluators
1 copy to retain for team record

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 must complete this form and distribute at trial)

1 copy for presiding judge
1 copy for opposing team
3 copies for evaluators
1 copy to retain for team record

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: _____

STEP 3 – GET YOUR TEAM READY FOR THE MOCK TRIAL INVITATIONAL!

There are many hotels in the Springfield area. When planning, please note that Lincoln Land Community College's Main Campus is located South of the city off Interstate 55.

Teams are responsible for reserving their own hotel rooms for the event. **No room reservations or blocks have been made by the ISBA.**

Information about local hotels can be found at the **Visit Springfield Illinois** website:

https://www.visitspringfieldillinois.com/LocationSearches/WhereToStay?id=AllHotels

Check the Mock Trial webpage & your email for updates!

We look forward to seeing you in March 2027!

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.