



2011 National High School Mock Trial Championship

Phoenix, Arizona

www.azmocktrial2011.com

***Tournament
Information Handbook
for Teams***

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All checks/money orders should be made payable to the Arizona
Foundation for Legal Services & Education. Thank you.

Phoenix School of Law is our
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for the 2011 National Tournament

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Welcome

State Coordinators:

If you are not the person responsible for coordinating your team's participation, please forward this material to the appropriate person in your state or territory immediately.

Only one team per state or territory may attend the tournament. Please explore the Official 2011 National High School Mock Trial Championship website (www.azmocktrial2011.com) for additional information about this year's National Championship.

This handbook will assist you and your state champion team in completing the registration process for the tournament and in your preparations for your trip to Phoenix. It contains general information about the competition, registration, and events. There are links to all the forms you will need on our website. You will also find information and instructions about lodging and transportation in this handbook.

Please remember that the time between the case release date and the registration deadline is short (just 15 days), so it is imperative that you forward this tournament information to your state champion team as soon as your state competition concludes. It is vitally important to make all participants aware of pending deadlines and important tournament dates. It is also imperative that you communicate regularly with your state champion team, especially if you are the primary point of contact in your state. Thank you, in advance, for your timeliness in sending information to your state champion team.

State Champion Teams:

Congratulations on winning your state title this season! We are looking forward to a meeting of forty plus outstanding State Champion teams at the National High School Mock Trial Championship in Phoenix in May. We have been working hard to provide you with a challenging national mock trial case, excellent facilities and outstanding judges and evaluators for the rounds.

The Arizona host committee has planned these competition rounds to provide an orderly and dignified process. While we may not have anticipated every question or problem that may arise before, during or after the competition rounds, we are pro-active in our approach to this tournament and therefore hope that we have already addressed many of your questions and/or competition-related issues during our planning process and have provided those answers in this publication.

Your team is the ambassador for your state, country or territory. Coaches should encourage all participants, students and coaches to participate in this tournament, and related social events, in a professional and civil manner. The Code of Ethical Conduct holds all participants to a very high standard of behavior, and we expect each coach to consistently and continually promote this high standard and the educational aspect of this activity and to remind your students and fellow coaches that having fun is an important part of the game. We look forward to an exceptional tournament,

where all participants enjoy their time in Phoenix and will walk away with a positive educational experience, lots of good memories and new friends.

Teams must provide adult supervision at all times for student team members. This includes at the hotel, during social events and at the Superior and District Courts.

Frequently Asked Questions

- 1. What is required to register a State Champion team to compete in the tournament?** All required tournament forms must be completed along with the tournament registration fee (\$500.00) and payment for events and received by April 15th in order for a state champion team to be eligible to compete at the national level. A Registration Checklist is included on the website. There are links to each necessary form on our website. See p. 21 in this handbook for information on which forms are required, the deadline to submit each form and where those forms may be found online.
- 2. How is the "official team" defined at the National Tournament?** The "Official Mock Trial Team" at the national tournament includes six to eight student team members (playing the roles of attorneys and witnesses on both sides of the case), one primary teacher coach, one primary attorney coach, and the State Mock Trial Coordinator (or his/her designee) for a maximum of eleven (11) members of the "official team". (See Rule 3.2)
- 3. When and how will the National case materials be distributed for the Arizona tournament?** The case materials will be posted online (under the Case Material section) on Friday, April. 1 at 12:01 a.m. The host coordinator will send an email to all state coordinators notifying them that the materials have been posted. The state coordinators should pass this information along to their state champion team. Hard copies of the case materials are not available from the host committee.
- 4. Which student(s) may play the role of timekeeper?** At least one student team member must be designated as the team's official timekeeper. This student team member may be one (or more) of the 6 to 8 "official" team members noted above, or the timekeeper may be a single, additional 9th student team member. Note: A ninth student may accompany the team ONLY if the ninth student is assigned the sole duty of keeping time for all rounds. (See Rule :1. 4)
- 5. Will the "official team" receive FREE tickets to tournament events this year?** Yes. The Arizona Host Committee has committed to providing up to eleven members of the "official team" (as noted above) with complimentary (FREE) passes to the Thursday evening pin exchange and the Saturday evening awards banquet. Other individuals, including the ninth student serving as the timekeeper, may purchase tickets on a first-come, first-served basis

to those events. Remember: the ninth student is not included in the eleven complimentary tickets provided to the Official team.

6. **Are additional event tickets available for purchase?** Yes. All events will require a ticket. This handbook contains information about all tournament events. Ticket order forms may be found on the website. The State Coordinator (or his/her official designee) must submit all required ticket order forms to reserve space for their state champion team. Tickets to all events must be pre-paid. Checks, cash and money orders are the only acceptable forms of payment. COD's or IOU's, Purchase orders and Credit Cards are not accepted. Checks or money orders should be made payable to the *Arizona Foundation for Legal Services & Education*. There will be a \$25 charge for all returned checks.
7. **Who is responsible for providing information to teams advancing to Nationals?** The State Coordinator is responsible for ensuring that the teacher sponsor of the state championship team receives this registration information and the case materials. If it is necessary for additional information to be sent to the teams advancing to Nationals, those items will be sent to the State Coordinator, who in turn is to forward the information to the appropriate state championship team contact person.
8. **Who is responsible for communicating with the national host coordinator?** The State Coordinator (or his/her official designee) in each state should be the person to submit all inquiries from state champion teams about the tournament to the host coordinator. Teams should filter ALL inquiries through the State Coordinator (or his/her official designee). There should be one point of contact per state.
9. **How are transportation arrangements to be made?** See the transportation section in this handbook for detailed information on transportation options.
10. **How will Hotel reservations be handled?** See the hotel information section in this handbook for detailed information on hotel reservations. The deadline to make hotel reservations is 6:00 a.m. Central Time on Thursday, April 14, 2011. All hotel reservations must be made directly with the hotel through the online reservation system (see link on our website) or by calling the group reservation department at (888) 421-1442. Tournament rates are ONLY AVAILABLE to those who follow the reservation instructions outlined in this manual. Any rooms remaining in the mock trial block after the above deadline will be released. Space may or may not be available in the competition hotel after this date and time. Tournament rates will not be available after this date.
11. **Will practice/meeting rooms be available before the Competition?** Yes. A number of rooms have been reserved at the Hyatt Regency Phoenix on Wednesday, May 4 and Thursday, May 5 for teams to use as practice/meeting rooms. Space must be reserved using the Practice Room Reservation form. On the form, indicate your first, second, and third choices for practice times. Every attempt will be made to accommodate every team's first choice; however, rooms will be reserved on a first-come, first served basis.

12. **What is the pre-tournament scrimmage policy for the National Tournament?** Neither the Arizona Host Committee nor the NHSMTC, Inc. Board of Directors has a policy regarding scrimmages. Teams scrimmage at their own discretion and risk. The practice room schedules will be posted online and at the Information/Registration Desk at the Hyatt Regency Phoenix.
13. **Who judges the Competition?** Any attorney or judge with prior high school mock trial judging or coaching experience, who is in good standing with their State Bar Association, is invited to participate as a Judging Panel Volunteer at the national tournament in Phoenix. State Coordinators are strongly encouraged to invite qualified individuals from your State to attend the tournament as judging panel members. The Judging Panel Volunteer Form is available on our website at www.azmocktrial2011.com/volunteer.cfm. The form may be completed and submitted directly online. An e-mail address and cell phone number is required for each judging panel volunteer. Judging panel preparation materials will be distributed to each volunteer before the end of April and most communication with the judging panels will be handled via email.
14. **When will we get our scoresheets?** Scoresheets will be available for pick-up by the State Coordinator (or his/her official designee) beginning at 8:00 a.m. (and no earlier) on Sunday, May 8 at the registration desk at the Hyatt Regency Phoenix. Per the national board's policy, the scoresheets will be locked up after the final round and not disseminated to anyone for any reason until Sunday morning. The State Coordinator (or his/her official designee) is the ONLY person who may pick up the scoresheets on Sunday. If the State Coordinator (or his/her official designee) is not available (for whatever reason) to pick up the scoresheets on Sunday morning, the team's packet will be mailed to the State Coordinator for further dissemination to the team and coaches when they return home. THIS PROCEDURE WILL NOT BE AMENDED FOR ANY TEAM, COACH, PARENT, ETC. FOR ANY REASON.

Pre-Tournament Calendar

- April 1, 2011 (12:01 a.m. Mountain Standard Time) -- Case materials posted online
- April 14, 2011 (6:00 a.m. Central Time) -- Deadline to make hotel room reservations for tournament attendees
- April 15, 2011 -- Deadline to submit all registration and order forms and pay registration and event ticket fees
- April 20, 2011 (12:00 p.m. Mountain Standard Time) -- Deadline to submit case/rules questions via website
- April 22, 2011 -- Final posting of online case/rules Q&A report
- April 25, 2011 -- Posting of clean/updated case materials, if necessary

Transportation

Each team is responsible for making its own transportation arrangements, as are all other participants in the event. You can reach Phoenix easily by air, bus, or car.

Getting to Phoenix by Air-Tournament participants traveling to Phoenix by airplane will arrive at Phoenix Sky Harbor Airport (PHX). From the airport, the hotel can be reached by taking the Metro Light Rail, as well as other ground transportation venues including airport shuttle and taxi service. The hotel's website directs you to the different options for travelling from the airport:

<http://www.phoenix.hyatt.com/hyatt/hotels/services/transportation/index.jsp>

Traveling from the Hotel to the Maricopa Superior Court

The Hyatt Regency Phoenix is located less than a half-mile away (less than 10 minute walk) from the Maricopa Superior Court. The Maricopa Superior Court is located at 101/201 W. Jefferson. Exit the hotel on Adams Street and head west (right) to First Street and then head south (left). Take First St. to Jefferson and head west again (right). The Courthouse will be on the south side of Jefferson.

Traveling from the Hotel to the Sandra Day O'Connor District Courthouse

The Hyatt Regency Phoenix is located a half-mile away (a 10 minute walk) from the District Courthouse. The Sandra Day O'Connor District Courthouse is located at 401 W. Washington Street. Exit the hotel on Adams Street and head west (right) to First Street and head south (left). Take First Street to Washington and head west again (right). The Courthouse will be on the south side of Washington.

Hotel

ALL TEAMS MUST STAY AT THE HOST HOTEL - Hyatt Regency Phoenix

State Coordinators: If your state trials are not finished by the deadline to make hotel reservations, and you intend for your state champion team to advance to Nationals, you will need to reserve a block of rooms to meet the hotel reservation deadline and to ensure guest room availability for your team.

HOTEL GUEST ROOM RATE INFORMATION

The special NHSMTTC guest room rate at the Hyatt Regency Phoenix is \$152.00 plus state and local taxes (approximately 12.27%).

TEAM ROOM RESERVATIONS

Each team must reserve guest rooms by visiting the following website -

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2575875 or by calling (888) 421-1442. You will be quoted the Mock Trial guest room rate of \$152.00 plus tax.

All reservations must be guaranteed with a major credit card. **Hotel Guest Rooms must be reserved Before 6:00 a.m. Central Time on April 14, 2011!** The NHSMTTC room block will be closed at that time and tournament room rates will no longer be available. It is possible (although not guaranteed)

that rooms may still be available at the host hotel after the deadline, but the hotel's normal room rates may apply to all late reservations.

Hyatt Regency Phoenix
122 North Second Street,
Phoenix, Arizona, USA 85004
Tel: +1 602 252 1234 Fax: +1 602 254 9472

Food Options: There are many food options in and around the hotel. A list of some of those options will be included in the Where To Find It In Phoenix section of the Mock Trial Matters newsletter, which will be sent all state coordinators in the first week of April 2011.

Hotel Guidelines

- All students should be under adult supervision while at the hotel. We strongly discourage teams from allowing males in female rooms and vice versa.
- No incidental services (long distance, in-room movies, room service, etc.) will be available to tournament rooms. Incidental services are available upon request at check-in and a credit card will be required to activate those services.
- Check-in is at 3 p.m. and checkout is at 12 Noon.
- Teams must be checked in and out by a single person and we suggest that the teacher coach take care of this task.
- Schools/organizations will be liable for damage to the hotel committed by their Official Team Members or by those observers and guests who accompany their team to the tournament.
- You are a guest, and we request that you conduct yourselves accordingly. Please be considerate of other hotel guests. Do not run or talk loudly in the hallways.

Security At the Hotel

Below are a few general tips to make your stay at any hotel safer and more enjoyable:

- Keep your room key with you at all times. Use the paper envelope provided by the hotel to store a key card. Cell phones and credit cards may de-magnetize a key card.
- Always secure all door locks when in the hotel room.
- When leaving a hotel room, pull the door shut firmly and double check that it is closed and locked.
- Always check the peephole to positively identify a person who knocks on your hotel room door at anytime.
- Do not open your door to someone who knocks unannounced.
- Always call the front desk to confirm an unexpected visitor's status with the hotel and only open the door if you requested the service.
- Identify the stairwell/emergency/fire exits on your floor. Make a mental note which direction you must turn and approximately how many steps there are to the closest fire stairwell.
- Observe where the nearest house telephone is located in case of an emergency.
- Make sure all windows and sliding doors in the room are secured.
- Leave one light on inside the room if you will return after dark.
- Do not invite strangers to your room.
- Do not draw attention to yourself by displaying large amounts of cash or expensive jewelry.

- Do not leave cash or other valuables unsecured in a hotel room.
- Keep your luggage closed/locked whenever you are out of the room.
- Note if hotel security locks certain access points after dark. Plan to use the main entrance upon return to the property after dark.

Tournament Information Desk at Hotel

All team registration materials must be picked up on-site at the Tournament Information/Registration desk and signed for by the State Coordinator (or his/her official designee). No coach, student or other spectator may pick-up registration materials.

The Tournament Information/Registration desk will be located on the 2nd floor/Mezzanine floor of the Hyatt Regency Phoenix

No tickets or other competition items will be available for sale at the Tournament Information/Registration Desk.

All tournament attendees (coaches, students, spectators, state coordinators and judging panel members) may visit the Information/Registration Desk to ask questions about any tournament related event. Volunteers will be on duty at the times indicated below to assist with any tournament related matter.

All event tickets for the Official Mock Trial Team as well as all other tickets or tournament items ordered with your Registration Packet will be included in the on-site packets to be claimed at registration by the State Coordinator or his/her official designee.

The hours of operation of the Information/Registration desk will be posted on-site at the hotel and are currently scheduled as follows (*schedule for Friday and Saturday is subject to change*):

Wednesday, May 4 -- 12:00 p.m. to 6:00 p.m.

Thursday, May 5 -- 9:00 a.m. to 6:00 p.m.

Friday, May 6 -- 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 5:00 p.m.

Saturday, May 7 -- 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.

Sunday, May 8 -- 8:00 a.m. to 12:00 noon

The Tournament Information/Registration desk at the hotel will be CLOSED between 9:00 a.m. and 3:00 p.m. on Friday and 9:00 a.m. and 4:00 p.m. on Saturday. Tournament information may be received at from tournament volunteers at the Superior Court during this time.

Tournament Schedule

All meeting spaces subject to change. Please verify with registration

Wednesday, May 4, 2011

12:00 p.m. - 6:00 p.m. Tournament Information/Registration Desk open - *Hyatt- Atrium*

7:00 a.m. - 9:00 p.m. Practice rooms open by reservation only – *Hyatt*

Remington A,B,C; Russell A,B,C; Borein A, B

Thursday, May 5, 2011

7:00 a.m. - 6:00 p.m. -- Practice rooms open by reservation only - *Hyatt*

Remington A,B,C; Russell A,B,C; Borein A, B

7:30 a.m. - 12:00 p.m. -- National High School Mock Trial Championship, Inc. Board of Directors Meeting - *Hyatt, Board Room*

9:00 a.m. - 6:00 p.m. -- Tournament Information/Registration Desk open - *Hyatt- Atrium*

12:00 p.m. - 6:00 p.m. -- Team Photos - *Hyatt*

1:00 p.m. - 2:00 p.m. -- State Coordinator's Round Table Discussion *Hyatt, Sundance*

2:00 p.m. - 4:00 p.m. -- State Coordinator's Meeting *Hyatt Sundance*
(Required for all state coordinators in attendance at the tournament)

4:00 p.m. - 5:00 p.m. -- Timekeeper Orientation - required for all teams *Hyatt, Curtis AB*

4:00 p.m. - 5:00 p.m. -- Orientation Meeting for Coaches, Coordinators & Observers *Hyatt, Cowboy Artist's Room*

7:00 p.m. - 10:00 p.m. -- Pin Exchange & Team Welcome Reception *Hyatt, Regency AB*

Friday, May 7, 2011

6:30 a.m. - Pairing for Round 1 posted, *Hyatt*

7:00 a.m. - 9:00 a.m. -- Tournament Information Desk open - *Hyatt- Atrium*

7:00 a.m. – Courthouse open FOR JUDGES (Central Court Entrance)

7:30 a.m. - Judging Panel/Courthouse Volunteer Breakfast and Orientation *Superior Court Jury Assembly Room*

7:30 a.m. – 8:30 a.m. – Staggered entry times for teams to enter court facility (Central Court Entrance)

9:00 a.m. - **Round 1** *Superior Court (Central Court Building, East Court Building and Old Courthouse)*

11:30 a.m. - 1:30 p.m. - Lunch

12:00 p.m. - Judging Panel/Courthouse Volunteer Lunch *Superior Court Jury Assembly Room*

12:30 p.m. - Judging Panel Orientation *Superior Court Jury Assembly Room*

1:00 p.m. - Pairings for Round 2 Posted *Superior Court*

2:00 p.m. - **Round 2** *Superior Court (Central Court Building, East Court Building and Old Courthouse)*

3:00 p.m. - 5:00 p.m. - Tournament Information Desk open - *Hyatt - Atrium*

7:00 p.m. - 9:00 p.m. - Judging Panel Reception - *Heard Museum*

Saturday, May 8, 2011

6:30 a.m. - Pairing for Round 3 posted, *Hyatt*

6:30 a.m. - Courthouse open FOR JUDGES (Central Court Entrance)

7:00 a.m. - 9:00 a.m. -- Tournament Information Desk open - *Hyatt- Atrium*

7:00 a.m. - Judging Panel/Courthouse Volunteer Breakfast and Orientation *Superior Court Jury Assembly Room*

7:00 a.m. – 8:00 a.m. – Staggered entry times for teams to enter court facility (Central Court Entrance)

8:30 a.m. - **Round 3** *Superior Court (Central Court Building and East Court Building)*

11:00 a.m. - 12:30 p.m. - Lunch

11:30 a.m. - Judging Panel/Courthouse Volunteer Lunch *Superior Court Jury Assembly Room*

12:00 p.m. - Judging Panel Orientation *Superior Court Jury Assembly Room*

12:15 p.m. - Pairings for Round 4 Posted *Superior Court*

1:00 p.m. - **Round 4** *Superior Court (Central Court Building and East Court Building)*

3:00 p.m. - 5:00 p.m. - Tournament Information Desk open - *Hyatt - Atrium*

3:30 p.m. - Final Judging Panel Orientation *U.S. District Courthouse Special Proceedings Courtroom*

4:00 p.m. - Announcement of Final Round Teams *Cesar Chavez Memorial Plaza (across street from Superior Court)*

4:30 p.m. - Championship Round *U.S. District Courthouse Special Proceedings Courtroom*

7:30 p.m. - Awards Banquet *U.S. District Courthouse (Doors open immediately after completion of Championship Round)*

10:00 p.m. - Team Dance *Hyatt – Regency Ballroom*

Sunday, May 9, 2011

8:00 a.m. - 12:00 p.m. -- Pick up score sheets *Hyatt 2nd Floor*

Meetings

National Board of Directors Meeting

Thursday, May 5-7:30 a.m.-12:00p.m. *Hyatt, Board Room*

Meetings of the Board of Directors are restricted to board members and those who have business before the board.

State Coordinator's Round Table

Thursday, May 5-1:00-2:00 p.m. *Hyatt,*

This round table discussion is a voluntary activity for state coordinators. Participation in this event allows state coordinators to meet and greet one another, in addition to discussing topics of interest related to state mock trial programs. It's a great opportunity to learn new things, meet new people and find out what's going on with mock trial programs nationwide.

State Coordinator's Meeting

Thursday, May 5-2:00-4:00 p.m. *Hyatt, Sundance*

This is the mandatory business meeting for all state coordinators (or official state coordinator designees) and members of the National Board of Directors attending the national tournament each year. A variety of topics are covered and elections are held to fill board seats at this yearly meeting.

Timekeeper Orientation

Thursday, May 5-4:00-5:00 p.m. *Hyatt, Curtis AB*

This is the mandatory orientation meeting for all students designated as an official timekeeper during tournament rounds (see Rule 1.4). Additionally, one coach per team may attend with the students, but seating is limited and students will be accommodated first.

Tournament Orientation

Thursday, May 5-4:00-5:00 p.m. *Hyatt, Cowboy Artist's Room*

This is the general orientation session for the national tournament. At least one coach from each state champion team should plan to attend this meeting. During the meeting, tournament logistics will be discussed and Larry Bakko will explain the Power-Match system used during the tournament. There will be no discussion of the case. *(All case questions will have been answered in the online Q&A posting.)* The meeting is open to all coaches and observers, however seating is limited and student attendance is, therefore, discouraged *(coaches attending the meeting may forward all information obtained to students, other coaches and observers at a later time).*

Competition Rounds

All teams will participate in two preliminary rounds on Friday, May 6th and two preliminary rounds on Saturday, May 7th.

- Round I (Friday morning) pairings will be determined by a random draw. Power matching, as described in Rule 5.6 of the Mock Trial Rules of Competition, will be applied in all subsequent

preliminary rounds. After completing four preliminary rounds of competition, the two top-ranked teams will participate in the National Championship round on Saturday afternoon. The top ten teams will be recognized at the Awards Banquet on Saturday at the United States District Courthouse.

The Rules

The Rules of the Competition and the Rules of Evidence (modified from the Federal Rules of Evidence) used during the National High School Mock Trial Championship may be found online, both on the Arizona website (www.azmocktrial2011.com) and the national website (www.nationalmocktrial.org) A copy of the rules for the national tournament will also be included under the Case Materials section of the website.

Participants in the national tournament must adhere to both the letter and spirit of the rules at all times.

Code of Ethical Conduct

Each team competing in the National High School Mock Trial Championship is required to sign and submit a copy of the Code of Ethical Conduct. The COEC Form is available under the Registration Materials and Case Materials sections of the Arizona website.

Spectator Etiquette during a Trial Round

Rule 4.12 governs communication during a trial round. Rule 4.13 governs viewing a trial. With those rules in mind, it must also be noted that, in essence, a mock trial competition round is a performance. Generally, when an audience views a play or a musical concert, they are strongly encouraged to display appropriate performance etiquette and in that spirit, we strongly encourage all participants and observers to display appropriate performance etiquette, as well. The students competing in this tournament have worked very hard to perfect their presentation and noise and movement from the gallery can be distracting during the course of a round. In addition, noise and movement from the gallery may distract judging panel members who should be intently watching and evaluating each team's performance.

Therefore, the Arizona host committee requests that all spectators (including coaches) adhere to "appropriate performance etiquette" for a mock trial round as follows:

- Spectators should silence all electronic devices prior to the beginning of the round.
- Spectators should NOT accept phone calls, make calls or send text messages, etc., or use any electronic device (including video games) inside the courtroom during a round.
- Spectators should refrain from talking during a round.
- Once a round begins, spectators should keep their seat until the round concludes.
- If a spectator needs to exit the courtroom, s/he should do so in an unobtrusive manner and should WAIT until a break in the action before exiting (i.e. between witnesses or between portions of the trial)
- Spectators should only re-enter a courtroom during a break in the action.
- Spectators awaiting the end of the round in the hallway should keep the noise level under control, as the doors to the courtroom are not soundproof.
- Small children, food and drink should not be brought into a courtroom.

The State Coordinator and team coaches are responsible for conveying this information to all spectators attending the national tournament with your team this year. Thank you.

Team Rosters

Team Roster forms are contained in the mock trial case materials and will be available separately online.

Pursuant to Rule 3.5 of the Mock Trial Rules of Competition, teams must exchange copies of the Team Roster Forms and copies must be provided to all members of the judging panel before the start of each round of competition (1 presiding; 3 scoring evaluators for preliminary rounds; 15 total for the championship round). Teams are to bring an adequate number of copies of this form for the entire tournament. Copy facilities are not available at the courthouse.

Team Codes

Team Code letters will be included in the materials picked up by the State Coordinator at the Information/Registration Desk on Wednesday or Thursday. These code letters (rather than school name or state) will be used to identify teams during the Competition. All State Coordinators, student team members, the student timekeepers, teacher sponsors, attorney coaches and spectators must wear team code badges at all times in the Courthouse.

We use letter codes during the national tournament, instead of school or state names, so that we may insulate judging panel volunteers from being able to identify which teams they are observing in any given round. Teams should never identify themselves by school name or state to a judging panel volunteer during the tournament weekend. Therefore, the host committee suggests that teams refrain from wearing clothing or any other identifiable item in the public areas at the hotel that may provide a judging panel member with a hint as to the name of your team's school or state. According to Rule 4.13, while in the Courthouse, no one (including students, teacher sponsors, attorney coaches, State Coordinators, or observers) is permitted to wear anything that would reveal the name of his/her school, state or territory. This includes letter jackets, other clothing or related accessories.

It is not a violation of any rule for opposing teams to know your school or state name, but it is well within the rights of each individual team to choose not to disclose this information to a competitor. However, remember that part of the fun of the tournament is socializing with and getting to know other teams attending the tournament.

Power-Matching

The system of scoring (called "power-matching") used during the 2011 NHSMTC in Phoenix will be discussed in detail during the Team Orientation session on Thursday, May 5. Larry Bakko, the scoring coordinator for the national tournament, will lead this session. See Rules 5.3 through 5.6 for more information on the scoring process used at the tournament or contact your state coordinator for details. Questions regarding the scoring system for the tournament may be submitted online under the Case Update section of the website in advance of the tournament. These questions will be forwarded to Larry Bakko for review, and answers to scoring procedure questions will be posted in its own section of the online case/rules Q&A report.

Championship Finalist Announcement

The announcement of the two teams that will advance to the final, championship round of the national tournament will be made after the conclusion of the 4th preliminary round of competition on Saturday afternoon. The announcement will take place in the Cesar Chavez Memorial Plaza, which is across the street from the Superior Court. There will be no debriefing after the 4th round and as soon as the judging panel adjourns, teams and spectators should exit the courtroom and make their way to the plaza area for the announcement.

Ticketed Events

The ticket prices listed below include the food, servers, equipment, space rental, decorations and/or entertainment.

Pin Exchange-Team Welcome Reception

Attendance at this event is restricted to STUDENTS and COACHES only. No spectators or judging panel volunteers.

Students not registered as part of the official team must purchase tickets for this event.

Location: Hyatt, Grand Ballroom

Date/Time: Thursday, May 5, 7:00 p.m.-10:00 p.m.

Ticket Cost: \$35

What you get for the price: A Cinco de Mayo themed buffet and entertainment during the event

Suggested Attire: Casual

Awards Banquet

Location: United States District Court

Date/Time: Saturday, May 7, 7:30 p.m. (doors will open immediately following conclusion of Championship Round)

Ticket Cost: \$60

What you get for the price: Sit-down dinner and attendance at awards ceremony

Suggested Attire: Dressy to Formal

Non-Ticketed Events

Judging Panel Reception

This event is by Invitation only.

Location: Heard Museum

Date/Time: Friday, May 6, 7:00 p.m. - 9:00 p.m.

Suggested Attire: Business Dress

Post Tournament Dance

All tournament participants are welcome to attend this event.

Location: **Hyatt - Grand Ballroom**

Date/Time: Saturday, May 7, 10:00 p.m. - midnight

Superior and District Court

Cameras and Video Equipment

No camera or video equipment of any kind is permitted in the Superior Court on Friday, May 6, with the exception of the official photographers for the event. The championship round will be professionally video-taped and available for sale from the 2011 NHSMTTC website.

Identification

At the Superior Court, all participants must wear their tournament letter code badge in a visible manner at all times. No one (including students, teacher sponsors, attorney coaches, State Coordinators, or observers) is permitted to wear anything that would reveal the name of his/her school, state or territory. This includes letter jackets, other clothing or related accessories.

Observer Lists

All teams must submit a full list of team participants (students and coaches) and observer with the registration forms by April 15. All participants and observers should plan to bring photo identification with them to the Superior Court and District Court (student I.D.'s are OK).

Maricopa County Superior Court Policies

All participants in the National High School Mock Trial Championship are required to strictly adhere to the policies set down by the Superior Court, which are attached to the end of this handbook. Any violation of these policies by a team or an individual participating in the National High School Mock Trial Championship may cause that team or individual to be barred from the Superior Court. All coaches are responsible for insuring that all policies are followed at all times, including by participants and spectators. Thank you for your careful attention to this important matter.

As indicated on the attached policies, every person entering the Courthouse must remove his or her belt, and all items must pass through the x-ray scanner for screening. To pass through security, everyone must empty all pockets of keys, change, wallets, cell phones, etc. The following items should not be brought through security checkpoints:

- Weapons of any kind (including pocket knives, scissors, etc.)
- Sharp metal objects (including nail files, nail clippers etc.)
- Large metal jewelry or other accessories

Teams will receive a box with their registration materials at check-in. We strongly encourage teams to place all of the team members' belts and other items to be scanned in this box for scanning before entering the Courthouse. This will speed up the security screening process.

In addition to the attached policies, there will be no:

- Food or drink* inside the courtrooms.

- Use of the stairwells to move between floors during the competition-elevators must be used to move between floors. (Once someone enters the stairwell, they cannot exit because the door is locked from the inside and use of the stairwells-unless there is an emergency-will set off alarms.)
- Smoking in the building.
- Change in the furniture arrangement of the courtroom.
- Re-arranging, moving or removing equipment, materials or paperwork used by court personnel.
- * Team members only may bring in their own water bottles.

PLEASE MAKE SURE THAT:

- Proper respect is given to the trial site, including the courtrooms, the common areas and the restrooms.
- Trash is always placed in an appropriate receptacle and that the courtrooms are left in BETTER shape than they were found.
- Cell phones and other PDA's are turned OFF or set to silent mode during competition rounds
- Sharp/metal objects (pocket knives, scissors, nail files, etc.) are left at home or in a vehicle and not brought into the court site. (Do not bring things to the courthouse that will set off the metal detector or slowdown the security screening process.)
- You know and communicate to your team members and observers the location of emergency exits and evacuation routes, in case of an emergency.

SECURITY AT THE COURTHOUSES IS A SERIOUS MATTER.

COMPETITION TEAM MEMBERS, COACHES AND JUDGING PANEL VOLUNTEERS HAVE FIRST PRIORITY WHEN GOING THROUGH THE SECURITY CHECKPOINTS. ALL OTHER OBSERVERS SHOULD STAY TO THE REAR OF THE SECURITY LINES AND ALLOW COMPETITION PARTICIPANTS THROUGH FIRST.

People who crack jokes about what they may or may not be carrying will delay the procedure, embarrass the prankster, and may lead to action by the Maricopa County Sheriff's Department, court security or the host coordinator to exclude such persons from the courthouse, thus prohibiting their participation in the tournament. Please check purses and other bags before entering the court site to insure that you (or any member of your team) are not carrying a weapon of any kind.

As always, your patience and cooperation during the security process will be greatly appreciated!

General Security Information

Out and About in a Major City

The following are common-sense safety tips for any traveler in any city of any size:

- As a pedestrian, walk confidently and stay alert-be aware of the people around you at all times.
- Know as much about your destination as you can before you leave for your trip.
- Know the name and address of where you are staying.
- For emergency assistance of any kind, dial 911 from any phone.
- When traveling in any new area, always be alert, aware of your surroundings and trust your instincts.

- Do not discuss travel plans or other personal matters with strangers.
- Upon arrival, get your bearings, and note locations of well-traveled, well-lit areas where you could obtain assistance if necessary.
- Use up-to-date area maps and travel main roads.
- Do not go out alone-explore the city, at a minimum, in pairs-be sure someone in your group knows where you are at all times.
- If you think you are being followed, turn around and look for the nearest building for help, or cross the street and walk in the opposite direction.
- Carry a minimal amount of cash. Use travelers' checks and credit cards whenever possible. Record their identification numbers, and keep that record in a separate, safe place. Most banks do not offer foreign currency exchange unless you have an account with them. Travelers' checks are widely accepted.
- Always carry purses, wallets, hotel keys and car keys securely. Do not leave purses on chairs, under tables or on bathroom hooks.
- Be observant, and always report any suspicious activity to Law Enforcement, Security Officers, or Hotel and Business Managers.
- Always lock your car, whether parked or traveling. When parked, keep valuables out of sight. At night, park in well-lit areas.
- In the unlikely event you are confronted by an assailant do not resist demands for your valuables.

Case Materials

2011 Civil Case

The 2011 Civil Case will be posted online on April 1 at 12:01 a.m. MST

Case/Rules Questions and Answers

Teams may begin to ask questions pertaining to the 2011 case or the rules (including the scoring system) on April 1. The procedure for posting a question is as follows:

- Procedures: All case and rules questions must be submitted online under the Case Update section of the 2011 National Championship website. Only the state coordinator (or his/her official designee) may submit questions on behalf of a state champion team. (ONE POINT OF CONTACT PER STATE, PLEASE!) The Arizona host committee will only process written case and rules questions submitted online and will not accept questions submitted by any other method, including phone, fax or in person.
- Times to Submit Questions: States may submit questions from the case release date until 12:00 p.m, MST (remember, Arizona doesn't follow Daylight Savings Time) on Wednesday, April 20. No other case or rules questions will be entertained after this date/time.
- Receiving Answers: Teams will check the website weekly (we suggest checking on Friday afternoons) for a running list of answers to all case and rules questions submitted throughout the season.
- Final Answers: The final Q&A list will be posted to the website on Friday, April 22, by the end of the day.

The fact that the Arizona National Case Subcommittee made a correction or addition to the case materials at any point during the national competition season is not relevant during a trial round. Teams are to assume that the fault for any typographical error or any other correction, addition or

clarification to the case materials indicated in the Q&A list posted online lies with the Arizona Case Subcommittee, not with a particular witness. The clean, corrected copy of the materials that will be posted by Monday, April 25 is to be considered the first and only version of these materials submitted by any party in this action when trying this case in a competition round.

Forms

All forms are posted online. Some forms have a specific link on the left-hand side of our home page. Contact the mock trial office if you have trouble locating a specific form on the website. You'll need Adobe Acrobat Reader version 9.0 to fully utilize the interactive forms online. You can download a free Reader upgrade at www.adobe.com.

The following forms are available to assist your team in registering for the tournament. They are located online at: www.azmocktrial2011.com/registration

- **Official Team Registration Form** - REQUIRED of all teams
- **Complimentary Ticket Order Form** - REQUIRED of all *teams*
- **Event Ticket Order Form** - complete & return only if applicable
- **Individual Observer Registration Form** - complete & return only if applicable
- **Media Interest Form** - complete & return only if applicable
- **Payment Form** - REQUIRED of all *teams*
- **Practice Room Reservation Form** - complete & return only if applicable
- **Registration Checklist** - available to assist with forms' completion deadlines
- **Team Observer Registration Form** - complete & return only if applicable
- **Team Photo Form** - complete & return only if applicable
- **Travel Information Form** - REQUIRED of all *teams*
- **Tournament T-Shirt Order Form** - complete & return only if applicable

The following forms are available to your team for the competition itself:

- **Code of Ethical Conduct Form** - REQUIRED
- **Team Roster Form** - REQUIRED
- **Time Sheet** - REQUIRED
- **Sample Scoresheet**

Competition/Team Photos

Complete information on ordering competition candid's online will be provided on our website later in the spring. For those that desire team photos, complete and submit the Team Photo Form by April 15. Every effort will be made to accommodate your preferred time. If you are unable to keep your appointment, make-up photos will be done at the discretion of the photographer and only if time permits.

Championship Round Video

A video of the 2011 national championship round will be available for sale following the tournament at the 2011 National Championship website. The release date will be emailed to all state coordinators as soon as possible after the conclusion of the 2011 tournament.

National Mock Trial Competition

May 2011

Welcome to the Superior Court in Maricopa County. We hope you enjoy your visit. To help you navigate the Court, the following protocols have been established. We wish you the best during the competition and your stay in Phoenix, Arizona.

Courthouse Protocols:

1. All persons must be screened each and every time they enter the courthouse unless they have a court by-pass card. The screening process will require you to remove your belt. You may be subject to search including your personal belongings. You can decrease the chance of this by limiting the number of items in your purse/briefcase as well as removing any metal from your person by either placing it into the provided container or not wearing it at all.
2. Only the main entrance and exit to the building shall be used unless there is an evacuation. The main entrance and exit is located in the Central Court Building, 201 W. Jefferson, Phoenix, Arizona. The main level is identified as "PL" for Plaza Level in the elevators.
3. No weapons are allowed in the building. This includes but is not limited to guns, knives (all sizes), knitting needles, tasers, lighters, belts with knives in them, etc. Do not bring these items with you. Please leave them at home or in your hotel.
4. No food or drinks except water is permitted in the courthouse or courtroom. Glass bottles are prohibited.
5. On Friday, no cameras or tape recorders are permitted. This is a court rule.
6. There is no running, skateboarding, yelling or loud talking.
7. Smoking is prohibited by law in all areas of court/government buildings. Smoking is permitted outside but please do not smoke near any entrance.

8. Leave the area better than you found it. Throw all garbage in an appropriate receptacle.
9. If you require an ADA (Americans with Disability Accommodation) inside the court building, please contact Patricia Seguin at _____, at least three (3) days prior to the Mock Trial event.

Courtroom Decorum

1. No eating or drinking, except water.
2. No gum chewing.
3. All cell phones shall be on mute in the courtroom.
4. Rise when the judge enters the courtroom.
5. No talking in the gallery when court is in session.
6. Do not touch the electronic equipment or remove items from the courtroom.
7. If a judge's robe is used, please return it to Patricia Seguin for proper cleaning.