

**Ohio High School Mock Trial District Coordinator Checklist**

**Reserve Competition Site and Courtrooms**

* District Competitions will be held on January 29th, 2016.
* Coordinators may determine the number of courtrooms to make available for their competition.
* Although not preferred, any room that can be set up courtroom style is acceptable (meeting rooms, law library, churches, city building).
* Each Mock Trial team at a competition will compete in two trials.

**Recruit Judges**

* Three volunteer judges are required for each trial. A law degree is required to be eligible to judge.
* Consider contacting your bar association, local law offices or colleagues to ask for volunteers.
* Upon request, the Center can provide the contact information for OSBA members in your county.
* If your local bar or court has a publication, place a recruiting notice in it.

**Train Judges**

* OCLRE provides materials for training judicial panelists:
  + Competition Overview
  + Training PowerPoint with outline
  + Video describing the case and arguments
* Training sessions can be held before the competition day during early evening hours or during a lunch break. Training can also be held the day of competition, prior to the beginning of the trials.
* The coordinator or an experienced Mock Trial volunteer judge can lead the training.

**Oversee the Competition**

* Coordinators are present to ensure that all Mock Trial competition procedures are followed correctly.
* OCLRE will provide all materials necessary for the competition.

**Thank Those Involved**

* Send thank you notes to the courthouse staff, judges and volunteers who assisted throughout the competition.