

**LOGISTICS**

**For Mock Trial Competition Regional Coordinators**

**1. Judging Panels**

A. Before the competition

 1. Send judges a Competition Overview (provided by OCLRE)

 2. Send judges a training PowerPoint (provided by OCLRE)

 B. Assign a panel to each trial

 1. Two scoring and one presiding judge per trial.

2. The same judging panel should not see the same school/team at the second trial if possible.

3. Check for conflict of interest. When judges check in on competition day ask them if there is any team they should notsee due to a conflict (knowing team member or advisor, student at school, etc)

C. Assemble a Presiding Judge packet for each trial prior to competition day

 \* Materials will be provided by OCLRE

 1. Quick Reference Sheet

 2. Trial Notes Sheet

 3. Scoring Rubric

 4. Presiding Judge Check-list

5. Presiding Judge Competition Summary Score Sheet/Outstanding

Witness and Attorney Tabulation assistance sheet

 6. Two certificates

 a. Outstanding Witness

 b. Outstanding Attorney

D. Assemble a Scoring Judge packet for each scoring judge prior to competition day

 \* Materials will be provided by OCLRE

 1. Trial Notes Sheet

 2. Scoring Rubric

1. **Teams**

A. After team assignments are posted following Districts, OCLRE will send coordinators materials containing:

 1. A list of the schools in your competition

 a. Contact information for each team/school

 2. The competition assignments

a. OCLRE will assign the teams to their opponents and assign teams to play Plaintiff or Defense in each of the two trials

1. The coordinator assigns each trial/team to a specific courtroom

B. Upon receiving the materials, the coordinator

1. Assigns each trial/team to a specific courtroom

2. Sends a confirmation (email or USPS) to each team’s advisor.

a. Include schedule for the day, courtroom assignments, site information, location of parking, lunch plans, etc. (information will also be posted to the OCLRE website)

3. Assembles a packet for each team to receive at registration on competition day \*materials provided by OCLRE

a. Lapel pins

b. Certificates of participation

c. Three Score Sheets – the teams have instructions to fill out their teams’ relevant information on **ONE score sheet when playing Plaintiff and TWO score sheets when playing Defense**. Upon meeting with the other team they will exchange score sheets and fill in the needed information before the judges meet with them.  They are NOT TO SEPARATE THE SCORESHEET COPIES.

1. **Courthouse**

A. Notify court administrative staff and security about the upcoming competition

B. Make signs to post around the courthouse

 a. registration (teams & judges)

 b. directional signs with arrows

**4. Day of Competition – Friday, February 10th, 2017**

 A. Hang signs on Courthouse and courtroom doors to identify site

 B. Set up and staff the team registration table

 1. Register teams by collecting rosters from teachers.

 2. Do not give the courtroom assignments out until you have the roster in hand

 3. Provide each team with pre-assembled packet of materials

 C. Set up and staff the judge registration table

 1. Distribute assembled packets to each scoring and presiding judge

 D. Conduct judges’ training for judges who have not attended training yet.

 E. After check-in and training, direct judges to courtrooms and remind them of the

 following:

 1. One outstanding attorney and one outstanding witness certificate is to be awarded at the end of each trial, based on the points awarded by the scoring judges

 2. Judges do *not* announce the name of the winning team. Scores will be collected by the coordinator who will announce the advancing teams at the end of the day's competition.

 3. Remember that presiding judges must fill out a score sheet and ballot but the presiding judge score sheet is used only to break a tie ballot between the scoring judges.

1. Collect all Official Trial Score sheets after each trial and record all scores on the tally sheet (provided by OCLRE). Complete the tally sheet after the second trial results are known.

 G. After the second trial, assemble all teams in one spot to announce advancing team(s).

 Remember, the advancing team or teams are those who win both trials

 H. Give advancing teams the award certificate**.** Instruct winning teams to contact OCLRE if they have any further questions about the Regional Competition.

 I. Teams may take home a carbon copy of their score sheet forms and folders are provided for this purpose. Please note that this is a change from previous years. Mail the white top copies to OCLRE and also maintain a copy for your records. Direct any teams with concerns to point them out to OCLRE using the Scoring Error Notification form in the case materials.

J. **Please** f**ax or email OCLRE** **the tally sheet and roster(s) of the advancing team(s)**

1. 614-486-6221 Fax number, csmith@oclre.org (email)
2. If unable to fax or email Friday, call the OCLRE office on Friday with names of advancing team(s).
	1. 877-485-3510 (toll free)
	2. 614-485-3507 (local – Caitlyn Smith direct)

3. OCLRE staff will be available at the numbers above to help solve

 problems and to receive end of the day results.

**5. Final wrap-up -- Monday, February 13, 2017**

1. Mail all Official Team Rosters, white score sheets and tally sheets to the Center using the included pre-paid envelopes by the end of the business day Monday, February 13.