



Orange County High School Mock Trial Competition

2018-2019 Orientation Handbook

4101 Westerly Place, Suite 101, Newport Beach, CA 92660
Phone: 949.679.0730 Fax: 949.679.0740 Website: www.crfoc.org

Contents

Mock Trial – An Introduction	3
Program Notices for 2018	3
Objective and Ethics	4
Competition Schedule	4
Pre-Competition Important Dates & Deadlines.....	5
Competition Format	6
Bailiff.....	6
Clerk/Timing	7
Team Structure Guidelines	7
Errata.....	8
Mock Trial Courtroom Art & Journalism Contests.....	8
Odd Number of Teams	8
Roster/Award Nomination Forms	9
Courthouse Arrival & Check-in Procedure	9
Courthouse Etiquette	10
Security at the Central Justice Center.....	11
Score Notification.....	11
Awards	11

Mock Trial – An Introduction

Welcome to the Orange County High School Mock Trial Program! We look forward to working with you to make this year's Mock Trial competition a success. Each fall, over 45 teams from local high schools prepare for Orange County's Mock Trial competition. We hope you and your team find this year's case, as well as the Mock Trial experience, to be exciting and educational.

In the pages that follow, you will find important information about the Orange County Mock Trial Program. This packet is designed to enhance and supplement both the formal mock trial case packet and the competition rules. Should you have any questions not answered herein, please contact CRF-OC Program Manager, Theresa Bernard at tbernard@crfoc.org or 949.679.0730 x101.

Program Notices for 2018

Second Teams

Due to capacity concerns and in order to ensure that the greatest number of students possible are able to participate in the Mock Trial Competition, the Mock Trial Committee adopted the following policy regarding second teams: Schools may request a second team on their registration form. A minimum of 18 students per team (36 students total) will be required in order to be eligible for a second team. Schools that meet these criteria will be notified if they are permitted a second team after the registration deadline. In the event that there are more eligible schools requesting a second team than there is space, a lottery will determine which schools will have a second team. CRF-OC will examine Team Roster/Award Nomination forms throughout the course of the competition. If it is found that schools with second teams are "padding" their roster and not fully utilizing all the members of their team, the school will be ineligible for a second team in future years.

Case Packet and Other Competition Materials

After registering, schools will be issued a username and password to the CRF-OC website to access the case packet. All other competition forms and documents will be available on a shared google folder at: <http://bit.ly/OCMT2018>. Please bookmark this link for future reference.

Exhibits

This season CRF-OC will issue all teams enlarged exhibits. Teams must use the exhibits provided by CRF-OC at all trials. Exhibits will be distributed to teams at the mandatory Coaches' Meeting on October 3.

Thank You Cards

This year all teams will be issued a blank thank you card at check-in. Coaches should have their team sign a thank you note for use of the courtroom, addressed to the judge and clerk that normally sit in that room. Note: The Mock Trial presiding judge for your round may not be the same as the judge that normally sits in that room. Teams should refer to the judge's name plate above the door.

Civility Award

CRF-OC will be introducing a civility award this season to recognize teams that display professionalism and fair play during the competition. The criteria for the award will be available on the nomination form provided by CRF-OC staff. If during the course of the competition a team feels that another team should be recognized for their civility, the coaches and/or team captain should complete the nomination form and return it to CRF-OC staff. Teams may not nominate their own team for an award. The deadline to submit a nomination form is December 15. The winner of the civility award will be recognized at the Mock Trial Awards ceremony in February 2019.

Competition Updates on Social Media

CRF-OC invites you and your students to follow us on Twitter @OC_Mock_Trial for competition updates, including room assignments at the courthouse and notifications on the release of scores.

We also encourage both adults and students to tag photos from the competition using #CRFOCMT and to follow us on Instagram @crf_oc and facebook.com/CRFOCMockTrial.

This season CRF-OC will have a social media challenge for teams participating in the competition. Prizes will be awarded to the winning team. Further details will be announced in October.

Objective and Ethics

A copy of the Program Objectives and Code of Ethics can be found in the case packet and Team Rulebook with Orange County Appendix. Please take the time to read and discuss the Program Objectives, Code of Ethics, and Team Rulebook with your students.

Competition Schedule

Rounds 1-7 start promptly at 5:15 pm and typically end around 7:30 pm.

1. Preliminary Rounds of Competition for 2018-2019

Round 1- Thursday, November 8
Round 2 –Thursday, November 15
Round 3 –Tuesday, November 27
Round 4- Thursday, November 29

2. Final (single elimination) Rounds of Competition:

Round 5 – Tuesday, December 4 (Sweet 16)
Round 6 – Thursday, December 6 (Elite Eight)
Round 7 – Tuesday, December 11 (Final Four)
Round 8 – Saturday, December 15 (Session 1: 9:00am - 11:30pm; Session 2: 12:30pm -3:00pm)

3. Other Important Dates:

Mock Trial Awards Reception: Award winners will be notified in January 2019

Date: February 7, 2019, 5:30pm – 7:30pm

Location: UCI's Student Center – Crystal Cove Auditorium
A311 Student Center, Irvine, CA 92697

California Mock Trial State Championship: March 22-24, 2019 in Sacramento, CA

For more information please visit the CRF-USA website: www.crf-usa.org

National Mock Trial Championship: May 16-18, 2019 in Athens, GA

For more information visit: www.nationalmocktrials.org

Pre-Competition Important Dates & Deadlines

1. **School Registration: August 29 - September 26, 2018** – Teachers must register their school using the online form at <https://www.crfoc.org/mock-trial-school-registration/>. Teachers should not register for the competition unless they have a minimum of eight (8) students. Only registered teams will receive access to the case materials. Once a team is registered, the school is responsible for paying the registration fee of \$1,100. Teams that withdrawal from the competition after the school registration deadline may be responsible for paying the full registration fee.
2. **Orientation Meeting for New Schools: September 13, 2018** – CRF-OC will host an orientation meeting for new schools/teachers at the CRF-OC office. This meeting will provide an overview of the competition as well as suggestions on how to prepare a team for competition. Teachers should RSVP to CRF-OC's Program Manager.
3. **Mandatory Coaches Meeting: October 3, 2018** – A mandatory coaches meeting will be held at the Orange County Bar Association (4101 Westerly Place, Newport Beach, CA 92660) at 5:30pm. All schools must send at least 1 teacher or attorney coach to the meeting. CRF-OC staff will provide important information about the competition at this meeting and conduct a live drawing of the Prosecution/Defense assignments for the preliminary rounds. Exhibits will also be distributed to coaches at the meeting.
4. **Team Roster: October 17, 2018** – All teams are required to submit a list of participating students to CRF-OC. Teams must submit the list of students using the online google document form provided in their registration confirmation email. Failure to submit a roster by the deadline may result in disqualification of the team. After the conclusion of Round 1, schools with multiple teams cannot move students from one team roster to another. Teachers should notify CRF-OC staff if anyone on their team drops out of the competition after the October 17th deadline. *Please note that this form is separate from the Team/Roster Award Nomination form that is required for competition.*
5. **Student Registration: October 17, 2018** – Student registration will begin September 12, 2018. All students (including courtroom art and journalism contestants) are required to submit the online student registration form at <https://www.crfoc.org/mt-studentregistration/>. CRF-OC staff will email teachers the list of students that have

registered starting the week of September 17, 2018 in the weekly competition update email. Teachers should review the list and remind students to complete their registration form.

6. **Mock Trial T-Shirts: October 17, 2018** – Coaches and students that wish to purchase a Mock Trial Competition T-Shirt may do so starting September 17, 2018 using the online form at: <https://www.crfoc.org/mock-trial-t-shirt-order/>. T-Shirts are \$10.00 and will be distributed to coaches at the school check-in table during Round 1.
7. **Team Registration Fee: November 1, 2018** – The registration fee is \$1,100.00 per team. Teachers will be sent an invoice in their registration confirmation email. Teams that do not pay their registration fee by the deadline are subject to disqualification.

Competition Format

1. The pairings for rounds 1-4 will be decided by a random draw, with no team competing against the same team twice. Each team will be assured of competing twice as prosecution and twice as defense, alternating sides each round. First round assignments determine a team's rotation for rounds 2-4.
2. Upon completion of round 4, only the top 16 teams will advance to round 5. Advancement will be determined first by win/loss record. In the event of a tie, the highest average point differential for the first four rounds will be the deciding factor.
3. Round 5 commences the single elimination format. The top sixteen teams will be seeded according to their win-loss record and average point differential. During this, and the remaining rounds, a concerted effort will be made to match teams according to the following criteria:
 - a. That each team competes against a team not previously encountered.
 - b. That teams reverse prosecution/defense roles in each consecutive round.
 - c. That the overall seeding format is preserved.
4. **Scoring Rounds 1-7:** Winners of each round will be determined by the team that has won the most scorecards during the match. The team with the most points on a scorecard wins the card. If there is a tie, the team with the highest number of total points from all scorecards wins. If the teams are still tied the presiding judge's tiebreaker will determine the winner of the round.
5. **Scoring the Final Round:** Scoring during the final round is slightly different than in previous rounds and the procedure varies depending on the number of scorers present at the morning and afternoon sessions. For a detailed explanation of the procedures, contact the Program Manager.

Bailiff

1. Each team is responsible for training the bailiff prior to the competition.

2. Bailiffs are scored on a 5-point scale.
3. Bailiffs are responsible for calling the court to order and swearing in witnesses. The bailiff is also responsible for bring a copy of the Team Rulebook with Orange County Appendix to the competition. In the event that a question arises and the judge needs further clarification, the bailiff is responsible for providing the copy of the rules to the judge.

Clerk/Timing

1. Each team is responsible for training the clerk prior to the competition.
2. Clerks are scored on a 5-point scale.
3. The clerk will record the precise time elapsed during each section of the presentation.
4. When “time” is called, the student speaking must stop immediately. There will be no allowance for overtime.
5. Refer to the California Mock Trial Program Team Rulebook for further details regarding timing.

Team Structure Guidelines

1. The rules regarding team structure are located in the Team Rulebook. In addition to these rules, CRF-OC makes the following recommendations in order to ensure that your team gets the most out of their mock trial experience:
 - a. Teams should utilize the maximum allowable number of trial attorneys (the maximum is 3).
 - b. Teams should have different attorneys present the opening statement and closing argument.
 - c. Each trial attorney should perform at least one direct examination and one cross-examination.
 - d. Teams should involve as many students as possible in other support roles, such as understudies, evidence monitors, photographers, and videographers.
2. Mock Trial teams must consist of a minimum of eight (8) and a maximum of twenty-five (25) students, not including the courtroom artists and/or journalists.
3. Schools may enter more than one team (space provided) but all members of each team must compete exclusively for the team for which they are registered. The two teams, if drawn to play each other, will be randomly redrawn for that round of competition. Teams are encouraged to title the teams with names that do not indicate a ranking. (i.e. Blue team and Gold team not Varsity and JV, or Team 1 and Team 2).

Errata

1. After the release of the case materials, errata are often issued by CRF-USA. CRF-USA is a separate organization based in Los Angeles that creates and licenses the mock trial case materials and coordinates the state competition in March. Teams will be notified of any errata by CRF-OC staff. Approved errata will be posted on the CRF-OC website and in shared google folder. Teams should not adopt errata until a member of CRF-OC staff has formally notified the schools. Teams that reference errata not approved for use by CRF-OC may face point deductions.
2. Teams are encouraged to carefully review the case materials and submit any questions or issues to Lourdes Morales, the Senior Program Director at CRF-USA by **December 14, 2018**. No changes will be made to the case materials after this date. CRF-USA incorporates all of the errata into a new case packet that will be the official packet used at the state competition in March.

Lourdes Morales | Senior Program Director
Constitutional Rights Foundation
601 S. Kingsley Drive Los Angeles, CA 90005
lourdes@crf-usa.org
www.crf-usa.org

Mock Trial Courtroom Art & Journalism Contests

1. The Courtroom Art and Journalism Contests are held during the first 4 rounds of the Orange County Mock Trial Competition.
2. Student contestants must register for the competition using the online student registration form on the CRF-OC website. The rules for each of the contests are available on the Mock Trial page of the CRF-OC website.
3. The maximum number of courtroom journalists per team is three (3). The maximum number of courtroom artists per team is three (3). Artists and journalists do not count towards the team's limit of 25.

Odd Number of Teams

1. We ask that each team indicate on the registration form whether they have enough students to present both prosecution and defense cases in the same evening.
2. In the event that an odd number of schools register for the competition, CRF-OC staff will select a "ghost" team for each round. The "ghost" team will be chosen on a first come, first served basis from those teams that indicated their ability to field an additional team.
3. The "ghost" team's score will not count toward their team's overall ranking.

Roster/Award Nomination Forms

1. The Mock Trial Roster/Award nomination form is an important document that must be filled out completely and accurately to ensure that all award nominations and comments are correctly attributed. Each team must **bring 5 copies of this form** with them to each round of the competition, using the appropriate form for whichever side competes (prosecution or defense). The form is available on the shared google drive folder. The folder also contains sample forms with instructions.
2. The team roster will include the students' names and the role that each of the student participants will be performing during that round of competition.
3. All teams are required to post the order of their prosecution and defense witnesses on a shared google document sheet (CRF-OC staff will include this document in the shared folder). On the morning of each round of the competition, CRF-OC will email the round's matchups to teachers. After determining which school your team will be paired against, teams can look up the witness order of those opposing team on the shared google document. This will enable teams to fill out the roster completely *before* arriving at the courthouse.
4. *CRF-OC strongly recommends typing this form.* Typing the form will increase legibility and eliminate the need to handwrite the roster multiple times. Teachers may delegate this responsibility to their team captains and CRF-OC will include team captains in the email with matchups unless otherwise instructed by the coaches. Teams should verify that the roster is correct with the other team before the start of the trial.
5. The rosters should be distributed to the judge, attorney-scorekeepers, and the opposing team.

Courthouse Arrival & Check-in Procedure

1. Teams should allow plenty of time for traffic when heading to the courthouse. CRF-OC recommends avoiding the 55 freeway and checking local traffic conditions prior to travel. **Check-in will open at 4:00 pm. Schools should not arrive at the courthouse before 4:00pm.**
2. A responsible adult should accompany the team to the courthouse.
3. For teams/spectators/parents that do not take buses to the courthouse, CRF-OC strongly advises parking in the open lot directly across the street from the front entrance of the Central Justice Center (map and parking guide is linked on the CRF-OC Mock Trial page). There may be a charge for using this lot. For safety reasons, CRF-OC does not advise parking in the public parking structures near the courthouse. CRF-OC does not validate parking.
4. Teams should enter the courthouse using the front entrance of the Central Justice Center on Civic Center Drive West.

5. After going through security, teams should take the escalators directly to the 3rd floor cafeteria. **Teams should not loiter on the 1st floor of the Central Justice Center.**
6. The school check-in tables are located on the 3rd floor of the Central Justice Center. Teams cannot check-in until an adult is present and all students competing (that round) are present. **All teams must be checked in by 5:00 pm.**
7. **Students are to remain in the cafeteria until directed by CRF-OC staff to proceed to their assigned courtroom. CRF-OC staff will post courtroom assignments on Twitter in two groups to ease the elevator congestion (follow @OC_Mock_Trial and #CRFOCMT). Students may not leave the cafeteria before 5:00 pm.** The Orange County Superior Court is in session until 5:00 pm and students are reminded to exercise proper courthouse etiquette in the hallways of the Justice Center.

Courthouse Etiquette

The court staff has expressed concerns regarding previous Mock Trial sessions held at the Central Justice Center and requests that students, coaches, and spectators be notified the following:

1. Court should be considered in session until 5:00pm. Even if hearings are not taking place in the assigned courtroom, staff works until 5:00pm and must be able to conduct court business on the telephone and computer
2. Students, coaches and parents should wait in the cafeteria area until 5:00pm before reporting to the courtrooms
3. **Complaints have been received about groups of students congregating in the hallway and making noise that disrupts court business in the adjacent courtrooms**
4. Responsible adult chaperones should be present with students before entering the courtroom
5. Furniture should not be moved and telephones should not be answered by students or other participants at any time
6. Exhibits, paperwork, supplies and personal items in the courtroom must not be touched
7. Night court and other programs/events may be in session at the same time as Mock Trial so please ask your students to be as quiet as possible
8. **Students should not leave any items behind (binders, case materials, exhibits, etc.) as they will be thrown away by court staff**
9. When in the courthouse or courtroom, students should conduct themselves in a manner consistent with their surroundings and be respectful of individuals present in the building

Security at the Central Justice Center

1. The Central Justice Center is a secure facility. All persons entering the facility will be required to pass through a weapons screening device. **Weapons of any type will not be permitted in the Central Justice Center.** The Orange County Sheriff's Department reserves the right to determine what constitutes a weapon. We advise participants in the Mock Trial Program to leave all potentially dangerous objects at home.
2. **The courthouse doors will close at 6:00pm.** No one will be admitted to the building after this time. If an individual leaves the building after 6:00pm there will be no re-admittance. The back entrance of the courthouse will close at 5:00pm. Students are encouraged to use the front entrance of the courthouse and avoid entering through the back entrance.
3. Please refer to the parking information and guidelines available on the CRF-OC website.
4. For safety reasons, the Superior Court advises that students be picked up promptly from the front of the courthouse after the conclusion of each round. For students and parents who drive separately to the courthouse, the Court strongly advises walking in pairs or groups when returning to their car. CRF-OC recommends parking in the open lot directly across the street from the front entrance of the courthouse at 801 Civic Center Drive West.

Score Notification

1. For each round of competition, the win/loss results will be posted on the Mock Trial page of the CRF-OC website at: <https://www.crfoc.org/programs/mock-trial>. During the preliminary rounds, CRF-OC staff will make every effort to publish the win/loss results online by noon the following day. During the playoffs, staff will make every effort to publish the win/loss results online the same evening as the trial. Teams should check CRF-OC's Mock Trial Twitter account for updates on the release of scores.
2. Individual scores will be **e-mailed** to the **teacher and attorney coach(es)** of each team. CRF-OC staff will not send individual scores to students. Every effort will be made to have individual scores distributed within 24 hours of the competition. If comments are provided by volunteers on the Team/Roster Award Nomination forms, staff will send them with the individual results. Please note that not all volunteers provide comments.
3. Scoring information **will not** be given out via telephone, fax or to additional e-mail addresses other than the teams' teacher and attorney coach(es).

Awards

1. In order to show appreciation for the extensive volunteer efforts of teachers, judges, attorneys, and law firms, we ask that each school fill out the Adult Volunteer Award Nomination Form. A copy of this form is available on the CRF-OC website.
2. All nominations must be submitted to CRF-OC staff by the end of Round 8.

3. **Student MVP Awards:** At check-in before each round, teams will be given a blank student MVP certificate. At the end of the round, students should select an MVP from the opposing team and write their name on the certificate. Teams should exchange certificates before leaving the courtroom. All judges have been reminded of this and should direct the students to nominate a member of the opposing team at the conclusion of the trial. If a judge does not do this, students should remind the judge to do so.
4. Teachers and attorney coaches (deciding together) are to submit one Teacher/Attorney Coach Student Award Nomination Form for their team, noting the MVP student for the opposing team and their nomination for an attorney and non-attorney from the opposing team. Teachers and attorney coaches are also instructed to nominate one student from their own team on the form. This form must be turned into CRF-OC staff (staff will be on the 2nd floor near the elevators) at the end of each round. A copy of this form is included in this packet. Please bring this form with you to each round. **SCHOOLS THAT DO NOT RETURN A TEACHER/ATTORNEY COACH STUDENT AWARD NOMINATION FORM AFTER EACH ROUND WILL NOT BE E-MAILED THEIR INDIVIDUAL SCORES UNTIL THE FORM IS RECEIVED.**
5. CRF-OC staff will list the students nominated for an award on the CRF-OC website by the end of each week of competition.
6. Award winners will be notified in January. The awards ceremony is intended for adult/student honorees and their 2-3 of their family members. Please note that seating is limited and there is not enough space for all participating teams to attend.