

**Sandra Day O'Connor College of Law**

Arizona State University

**External Moot Court Competitions Guide**

2012-2013



## **Table of Contents**

<b>External Competitions Letter 2012-2013 .....</b>	<b>3</b>
<b>Tryouts for NAAC, NYC Bar and Jessup .....</b>	<b>4</b>
ABA Competitions Overview .....	5
2013 Jessup Competition Schedule .....	6
*ASU Moot Court Interest Form .....	7
<b>Vis International Commercial Arbitration Moot Tryouts.....</b>	<b>8-9</b>
<b>*ASU External Competition Authorization Form.....</b>	<b>10-11</b>
<b>Academic Credit.....</b>	<b>12</b>
<b>Statement of Student Policies (Moot Court) Excerpt .....</b>	<b>13</b>
<b>Moot Court Policies and Procedures .....</b>	<b>14-19</b>
<b>Steps for Traveling Moot Court Teams .....</b>	<b>20-22</b>

## **Arizona State University – Moot Court External Competitions**

Dear 2Ls and 3Ls:

Welcome back to a great new year! As you may have already found during your time at law school, participating in moot court competitions are a great way to hone your oral advocacy and writing skills. In addition, external moot court competitions give you the opportunity to represent your law school at regional, national and international competitions while becoming familiar with a particular area of law. If you have never participated in a moot court competition, it is not too late!

This guide covers all of the information you need to know to form a traveling team, including an overview of:

- **Basic steps needed to form a traveling team**
- **How to earn up to 1 academic credit for a moot court competition**
- **Process for obtaining GPSA and/or EMCB funding**

The External Competition Authorization Form is enclosed. Several of the moot court competitions for 2012-2013 have early registration deadlines, so we recommend you research competitions soon and familiarize yourself with Moot Court policies and procedures.

In addition to being able to form your own traveling team, the Executive Moot Court Board will hold joint tryouts for the National Appellate Advocacy Competition, the NYC Bar Oral Advocacy Competition and the Philip C. Jessup International Moot Court Competition. Details on tryout requirements are contained herein. Likewise, the Willem C. Vis International Arbitration Moot Court Competition, generously supported with coaching and sponsored by DLA Piper, will also hold tryouts. Details are also specified in this guide.

For more information, visit: <http://www.law.asu.edu/mootcourt>. As always, if you have questions, feel free to contact me or any member of the Moot Court Board.

Sincerely,

Natali Segovia  
External Competitions Chair  
Executive Moot Court Board  
[emcb.asu@gmail.com](mailto:emcb.asu@gmail.com)

### **Tryouts for NAAC, NYC Bar and Jessup**

September 7, 2012: Tryouts NAAC, NYC Bar and Jessup. 11:00-4:00 pm

September 8, 2012: Tryouts NAAC, NYC Bar and Jessup. 11:00-3:00 pm

*Tryouts will be held in the Executive Moot Court Board room in the basement library.*

#### **Required for these competitions:**

- A 5-8 minute argument (this can be anything from a previous moot court competition or a legal advocacy class)
- Brief synopsis of the issues you were asked to address
- Writing sample
- Resume
- Moot Court Interest Form (this can be

National Appellate Advocacy Competition ("NAAC") registration entry/fee deadline: November 2, 2012

Philip C. Jessup International Moot Court Competition ("Jessup") registration opens September 17, 2012. The Compromis is to be released on September 14, 2012.

New York City Bar Oral Advocacy Competition ("NYC Bar") registration has passed however the organizers are granting us an extension to enter a team.

**Please submit your application materials by September 5<sup>th</sup> at midnight, to:**  
**[emcb.asu@gmail.com](mailto:emcb.asu@gmail.com)**

**Also, make sure to indicate your availability on Friday, September 7<sup>th</sup> and/or Saturday, September 8<sup>th</sup> in the body of your email.**

**NEGOTIATION  
COMPETITION**  
Entry Deadline:  
September 14,  
2012

**ARBITRATION  
COMPETITION**  
Entry Deadline:  
September 14,  
2012

**CLIENT  
COUNSELING  
COMPETITION**  
Entry Deadline:  
October 19, 2012

**NATIONAL  
APPELLATE  
ADVOCACY  
COMPETITION**  
Entry Deadline:  
November 2,  
2012

AMERICAN BAR ASSOCIATION • LAW STUDENT DIVISION

# CALL FOR ENTRIES

## NEGOTIATION COMPETITION

### Scope of Competition

To recognize the importance of negotiation in resolving disputes and in structuring transactions.

### Topic

Small Business Ventures

### Regionals

November 3–4 2012

November 10–11, 2012

### Finals

February 8–9, 2013

### Deadlines and Fees

- Entry forms and fees must be received by September 14, 2012
- Competitor and alternate names and ABA member ID numbers\* must be received by October 15, 2012
- \$325 entry fee for one team;
- \$300 for additional team

## ARBITRATION COMPETITION

### Scope of Competition

Students prepare and present an arbitration case including opening statements, witness examinations, document introduction, evidentiary bases, and summation.

### Topic

Medical Malpractice Dispute

### Regionals

November 10–11, 2012

November 17–18, 2012

### Finals

January 25–26, 2013

### Deadlines and Fees

- Entry forms and fees must be received by September 14, 2012
- Competitor and alternate names and ABA member ID numbers\* must be received by October 25, 2012
- \$500 entry fee for one team; \$350 for additional team

## CLIENT COUNSELING COMPETITION

### Scope of Competition

Tests competence of counseling skills; demonstrates ability to conduct initial client interview and to deal with client's non-legal goals and concerns; utilizes preventive law techniques.

### Topic

Employment Law, including  
Employment Discrimination

### Regionals

February 9, 2013

February 16, 2013

### Finals

March 22–23, 2013

### Deadlines and Fees

- Entry forms and fees must be received by October 19, 2012
- Competitor and alternate names and ABA member ID numbers\* must be received by January 25, 2013
- \$325 entry fee for one team; \$300 for additional team

## NATIONAL APPELLATE ADVOCACY COMPETITION

### Scope of Competition

To further communication among students from different law schools; to provide a forum for the development of oral and written advocacy skills in the context of appellate practice.

### Topic

Constitutional Law

### Regionals

February 21–23, 2013

February 28–March 2, 2013  
March 7–9, 2013

### Finals

April 4–6, 2013

### Deadlines and Fees

- Entry forms and fees must be received by November 2, 2012
- Competitor and alternate names and ABA member ID numbers\* must be received by December 1, 2012
- \$650 entry fee for one team; \$600 for additional team

\*All competitors and alternates must be ABA members in good standing (i.e. dues paid in full for the current fiscal year—September 1, 2012 to August 31, 2013—at the time their names and ABA numbers are submitted to the Law Student Division). The annual membership fee is \$25. Please call the ABA Service Center at 800.285.2221 or visit the ABA website at <http://ambar.org/join>.

- Entry forms available online at <http://ambar.org/LSDCompetitions>
- Videos and previous competition problems available at <http://ambar.org/LSDCompVideos>
- For more information, contact the ABA Law Student Division at 312.988.5622 or [competitions@americanbar.org](mailto:competitions@americanbar.org).

<http://ambar.org/LSDCompetitions>



## 2013 JESSUP COMPETITION SCHEDULE

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6 August 2012	<b>RELEASE of Official Jessup Rules.</b> (National Supplements will be posted as they become available)
14 September 2012	<b>ANTICIPATED RELEASE DATE of the Compromis (The Jessup Problem).</b>
17 September 2012	<b>REGISTRATION OPENS</b>
1 October 2012	<b>ANTICIPATED RELEASE of First Batch of Basic Materials.</b> The Basic Materials are a collection of research materials, designed to ensure that all teams, regardless of budget and access to information, start from the same position. All Basic Materials will be posted to the ILSA's website.
9 October 2012	<b>DEADLINE for Requests from Teams for Corrections and Clarifications to the Jessup Compromis.</b> Requests must be submitted through the online form found under your Team's Home Page.
5 November 2012	<b>DEADLINE for Eligibility Inquiries.</b> This is the last day on which individuals may request the Executive Office's special permission to compete under Official Rule 2.2.2. <b>DEADLINE for Submission of Waiver Applications.</b> This is the last day on which teams with limited financial resources may apply for a waiver/discount of the registration fee.
13 November 2012	<b>DEADLINE for Registration</b> (Online Form and Payment) for all Teams. <b>DEADLINE for Submission of Team Roster.</b> This is the last day on which teams may submit the names of their team members.
9 November 2012	<b>ANTICIPATED RELEASE DATE of Corrections and Clarifications to the Compromis.</b>
19 November 2012	<b>DEADLINE for Second Batch Basic Materials Suggestions.</b> This is the last day on which teams may suggest documents to be included in the Second Batch of Basic Materials.
3 December 2012	<b>ANTICIPATED RELEASE of U.S. Regional Assignments.</b> All U.S. teams will be notified of the Region in which they will compete through their Team Homepage.
9 December 2012	<b>ANTICIPATED RELEASE of Second Batch of Basic Materials.</b> The Second Batch of Materials is based upon requests from teams and usually includes a variety of treaties, caselaw, and secondary sources.
15 January 2013	<b>DEADLINE for Submission of Memorials.</b> Memorials must be emailed to the ILSA Executive Office via email in accordance with the Official Rules. Additional submission requirements and earlier deadlines may be imposed by a National Supplement to the Rules. It is the responsibility of teams to know the submission requirements of their National Rules Supplement, if any, which are posted on ILSA's website.
29 January 2013	<b>DISQUALIFICATION DEADLINE for Failure to Submit Memorials.</b> If a Team fails to submit its Applicant and Respondent Memorials by this day, the Team will be disqualified from the Competition. Any Memorial submitted after the 15 January Submission Deadline but prior to the 29 January Disqualification Deadline will be subject to applicable late penalties.
Jan – Feb 2013	<b>QUALIFYING ROUNDS.</b> Dates for Qualifying Competitions will be posted on the Jessup Website as they become available.
31 March – 6 April 2013	<b>INTERNATIONAL ROUNDS.</b>
6 April 2013	<b>JESSUP CUP WORLD CHAMPIONSHIP ROUND.</b>

**Arizona State University External Competitions Moot Court Interest Form**

Name: \_\_\_\_\_

Year: \_\_\_\_\_ 2L                      \_\_\_\_\_ 3L

**Please indicate which competitions you would like to tryout for (if more than one, please rank in order of preference):**

\_\_\_\_\_ NAAC

\_\_\_\_\_ Jessup

\_\_\_\_\_ NYC Bar

**If you are interested in Jessup, please indicate if you are also interested in the Wilhelm C. Vis International Arbitration Moot Court Competition ("Vis"):**

\_\_\_\_\_ Yes, I am also interested in Vis.

\_\_\_\_\_ No, I am only interested in Jessup.

*\*Please note that the Vis team will form at approximately the same time as Jessup. You should be prepared to make a commitment to one competition if you are selected for both teams.*

**Please list any relevant coursework you have taken or are registered to take. For Jessup, please indicate any international coursework:**

**COURSE**

**Semester**

_____	_____
_____	_____
_____	_____
_____	_____

**Please indicate briefly why you are interested in participating in an external moot court competition. Also, please let us know if you have any additional questions or concerns.**

_____
_____
_____
_____

## Vis International Commercial Arbitration Moot Team Applications

2Ls and 3Ls are invited to apply to participate on the ASU Vis Moot team, with the aim of competing in the Vis Pre-moot at the Univ. of San Diego in February, and additionally the Vis Moot in Hong Kong in March or in Vienna in April. The Vis Moot attracts literally thousands of student competitors from hundreds of schools around the globe. Many view it as the most prestigious moot competition in the world.

### Application Process

#### *Brief-Writing and Oral Advocacy*

Applicants for full team participation should submit a **resume and cover letter** to Vera Hamer-sonn, by delivering it to her at the south end of the 2d floor of the law school or by emailing them to her at [vera.hamer-sonn@asu.edu](mailto:vera.hamer-sonn@asu.edu), **by noon, Aug. 31**. The cover letter should underscore experience in oral advocacy and in brief-writing, and it should address the extent to which the student can devote the required hours to the Vis Moot, including devoting most or all of the fall break to researching and writing parts of the Claimant's brief, a good deal of the winter break writing parts of the Respondent's brief, participating in practice oral arguments twice each week for about two months in the spring semester, traveling to San Diego for a weekend in February for the Pre-moot, and traveling to either Hong Kong over spring break or to Vienna in April (unfortunately missing at least a week of classes at the latter location). 2L applicants may also address the probability that, if invited to the team, they will be interested in applying again as a 3L, to return as an experienced Vis team member. These applicants will also present a short oral argument to the coaches, based on a brief problem to be emailed to applicants on or before Sept. 3. **The oral advocacy tryouts will take place Sept. 5, between 4:15 to 6:45 pm.** Sign up for a tryout slot with Vera Hamer-sonn when you submit your materials.

#### *Brief-Writing Only*

Students who are not interested in the oral advocacy part of the Vis moot, or who cannot commit to the travel, can still be members of the team as brief-writers. Students with this interest need not present an oral argument in the tryouts but should submit the same materials as described in the previous paragraph, excluding information about oral advocacy and about commitment to travel (although travel is still a possibility), and adding a statement at the top of the cover letter that the applicant is interested only in the brief-writing. They should also submit a short writing sample, such as an excerpt of the Argument section of a brief.

### Support and Fund-Raising

ASU team members are fortunate to receive substantial support from the Phoenix office of DLA Piper. Partner Mark Nadeau, who will teach a one-unit course on International Commercial Arbitration beginning in October, normally succeeds in securing \$10,000 in support from his law firm for student travel to the Vis Moots. His associate, Kate Frenzinger, provides experienced coaching and normally travels with



the Vis West team to Vienna as their on-site coach. ASU Prof. Charles Calleros serves as co-coach and normally accompanies the Vis East team to Hong Kong. 3Ls who competed last year will also provide coaching and mentoring to new team members.

Depending on the number of students who travel to Vienna and Hong Kong, supplements to the DLA Piper fund are typically needed, so team members will be expected to attend ASU GPSA meetings as necessary to support their applications to GPSA for travel support. If travel funding is still insufficient to cover travel expenses, student team members may be called on to pay some of their own expenses.

### **Subject Matter and Curricular Support**

The **Vis Moot problem will be published on its web site on Oct. 5.** It will include an extensive record describing an international sales transaction and the commencement of arbitration with the Chinese European Arbitration Centre, which largely adopts the UNCITRAL Arbitration Rules. The problem will raise several issues dealing with the U.N. Convention on Contracts for the International Sale of Goods (“CISG”), which is like an international UCC, and a few “jurisdictional” issues, such as potential problems with the composition of the arbitration tribunal. ASU likely will submit separate briefs to the Vienna and Hong Kong competitions, with each team assigning parts of the brief to team members.

Our school offers several classes that provide academic support for those participating in the Vis Moot, or for those who are not on the team but desire exposure to its subject matter. **Beginning Aug. 29**, Prof. Calleros will offer a 1-unit course in international commercial arbitration brief-writing, using the Vis problem as the vehicle for the main writing assignment. **Beginning in October**, Adjunct Prof. Mark Nadeau will offer his 1-unit course in international commercial arbitration. In the spring, Prof. Calleros will offer a 2-unit course in International Contracts, focusing on the CISG. Moreover, team members who perform a certain amount of brief-writing (over and above writings assigned in the fall brief-writing course) and who participate in a certain number of practice arguments can earn an additional unit for moot court participation.

### **Websites Providing Additional Information**

Main Vis website: <http://www.cisg.law.pace.edu/vis.html>

Vis East supplementary site: <http://www.cisgmoot.org/index.html>

Pace Univ. Law Library CISG site: <http://www.cisg.law.pace.edu/cisg/text/cisg-toc.html>

UNCITRAL Arbitration rules: <http://www.uncitral.org/pdf/english/texts/arbitration/arb-rules-revised/arb-rules-revised-2010-e.pdf>

**Sandra Day O'Connor College of Law**

**ASU External Moot Court Competition Authorization Form**

*(Please provide the following information, including the required signatures, and submit completed form to the Executive Moot Court Board at least sixty (60) days prior to travel)*

Date of Application: \_\_\_\_\_

Team 1 Competitors (full name and email address):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Team 2 Competitors (full name and email address):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Do you have a Coach? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Coach's name and complete contact information:

Assistant Dean for Academic Affairs (Tom Williams):

Are all student competitors academically eligible for participation?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Competition: \_\_\_\_\_  
(indicate if competition is at an Invitational, Regional, or National)

Date and Location of Competition: \_\_\_\_\_

Website for Competition (if known): \_\_\_\_\_

Deadline to Register for Competition: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Additional Fees (Travel, Lodging, Transportation, etc.): \_\_\_\_\_

Date GPSA Funding Application was filed: \_\_\_\_\_  
(Attach a copy of each team member's GPSA funding application and Travel Authorization Form)

Total Amount Awarded to Team Members from GPSA: \_\_\_\_\_

Source(s) of Additional Funding: \_\_\_\_\_

**NOTE: The completed application form must be submitted no later than one month prior to the deadline to register for the competition.**

**By signing below, Student Competitors agree they have read and will abide by the Statement of Student Policies regarding Moot Court:**

**Student Competitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Competitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Competitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Competitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Competitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Competitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Committee Use Only**

Date(s) Considered: \_\_\_\_\_

Participation:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Moot Court Board Member assigned as liaison: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Moot Court Board Liaison to deliver a copy of completed and approved form to Suzanne Morris, Business Office LAW 103B, and Tory Trotta, Faculty Advisor.

### **Moot Court Academic Credit**

Students who are involved in external Moot Court competitions must indicate whether they wish to earn academic credit for competing.

Students may earn one Moot Court credit for external Moot Court participation if:

1. the student completes a minimum 15-page brief (if multiple team members, each team member must be responsible for a minimum of 15 pages);
2. the student participates in a minimum of five (5) practice oral arguments; and
3. the student rewrites the brief (or his/her portion of the brief) under the supervision of the faculty supervisor, following the competition.

## Statement of Student Policies

### X. Special Curriculum Policies

#### G. External Moot Court Participation (April 2006)

Students may participate in external Moot Court activities, for academic credit or not, with the prior approval of the Moot Court Committee. For those external competitions that have existing faculty support, the faculty member (or his/her designee) may organize an internal ASU competition to determine which students represent the College of Law at that competition's regional or national round. In a competition that does not have prior faculty support, but has students who wish to represent ASU in the regional or national rounds, those students must first find a faculty member who is willing to act as the supervisor for that external competition. Ideally, the faculty member should have expertise in the subject matter of the competition.

Any student who wishes to represent the ASU College of Law in an external competition must receive approval from the Moot Court Committee prior to registering for the external competition. Any student who registers for or participates in an external moot court competition without receiving prior approval from the Moot Court Committee is subject to sanctions, including, but not limited to, the following: a failing grade for Moot Court, dismissal from the moot court team, a prohibition from participating in future moot court competitions, and, in cases of dishonest or deceitful conduct, an honor code complaint.

Students who are involved in external Moot Court competitions must indicate whether they wish to earn academic credit for competing. Students may earn one Moot Court credit for external Moot Court participation if approved by the Moot Court Committee. Moot Court credit can be granted if:

1. the student completes a minimum 15-page brief (if multiple team members, each team member must be responsible for a minimum of 15 pages);
2. the student participates in a minimum of five (5) practice oral arguments; and
3. the student rewrites the brief (or his/her portion of the brief) under the supervision of the faculty supervisor, following the competition.

## Moot Court Policies and Procedures 2011

### I. General Information: Governance and Roles

#### Introduction

The Sandra Day O'Connor College of Law recognizes that student participation in moot court activities provides significant opportunities for educational and personal achievement. The College particularly encourages expansion of intra-school competitions, as local events create opportunities for a larger number of students to participate in the program. Additionally, the College supports major travelling team competitions; to the extent funding is available.

Participation in Moot Court competitions is considered an extra-curricular student activity. As such, participating students understand that this activity cannot be undertaken at the expense of their primary responsibility, e.g. the successful completion of their formal legal studies. As with all extra-curricular activities, Moot Court competitions are governed by established student and university policies and by special policies and procedures set by the Sandra Day O'Connor College of Law.

Those students that should participate in Moot Court competitions are those who are academically eligible and capable of devoting substantial time to the preparation of briefs and arguments without jeopardizing their regular class commitments.

Intra-School Competitions. The Moot Court Board conducts four intra-school competitions throughout the year. All students are encouraged to participate in any or all of these opportunities. [Law.asu.edu/mootcourt](http://Law.asu.edu/mootcourt)]

Travelling Team Competitions: The Moot Court Board also supports a number of travelling team competitions. As a general rule, students should consider participation in a travelling team after first competing in one of the four intra-school competitions offered by the SDOCOL. Due to the rigors of competition, which usually involve brief writing, many hours of practice, and some substantive knowledge of the underlying subject of the competition or the rules of evidence, first year law students are precluded from participating in travelling team competitions.

In general, the College will support each student participating in one travelling team. Students who wish to participate in more than one travelling team need to consult the Executive Moot Court Board Travelling Team Coordinator at the beginning of the year. Funding for a second travelling competition is generally not permitted as this would limit the number of opportunities available. Students should therefore be aware that a second travelling competition will be completely at the students' own expense.

In all cases, students must plan for class absences so that those absences due to Moot Court activities do not exceed the absences allowed by course instructors.

### Governance and Oversight:

Moot Court is overseen by the Executive Moot Court Board, an External Competition Coordinator, and a faculty advisor.

1. Executive Moot Court Board – The Executive Moot Court Board is the umbrella organization overseeing all Moot Court activities within the Sandra Day O'Connor College of Law. In cooperation with the faculty advisor and the External Competition Coordinator, the Executive Moot Court Board: (1) Plans and coordinates all intra-school competition events; (2) Plans and coordinates all law school hosted inter-school competitions; (3) Reviews and recommends competition teams once the application has been completed, subject to budgetary limits and upon final approval of the External Competition Coordinator; (4) Appoints a liaison for each inter-school competition team; (5) Assists, where possible, with the appointment of an official Coach for each travelling competition team; (6) Assists approved competition teams with seeking outside funding; (7) Coordinates reimbursement of approved expenses if appropriate; (8) Secures judges for all intra-school competitions and approved inter-school competitions, with the assistance of the External Competition Coordinator; (9) Conducts fundraising and coordinates arrangements for Moot Court year-end banquet or reception [This event contingent upon securing funding]; and (10) Tracks expenses and prepares a final report of activities and expenses.

2. External Competition Coordinator (ECC) – (1) Assists the Executive Moot Court Board in identifying coaches for all intra-school competitions and approved inter-school competitions, if necessary and upon approval of the competition; (2) Assists the Executive Moot Court Board in identifying potential judges, if necessary; (3) Monitors quality and effectiveness of coaches and judges and adjust the personnel roster as necessary; (3) Monitors coach responsibilities, which will include meeting with the team for practice arguments and may include travelling with the team if travel is involved and the coach is unable. Coaches may either be a SDOCOL faculty member or a community lawyer approved by the ECC; and (4) assists the Executive Moot Court Board in creating a training program for both external and internal moot court competition participants.

3. Faculty Advisor – Oversees the budget process and communicates with the Executive Moot Court Board and the External Competition Coordinator to ensure smooth administration of the program.

### II. Participation

Participation in Moot Court and Mock Trial competitions outside of the SDOCOL will be considered upon consultation with the Moot Court Executive Board Travelling Team Coordinator and the Faculty Advisor, and upon completion of an application. This Policies and Procedures document governing travelling team responsibilities as well as a statement of faculty policy concerning independent study credit will be attached to that application form. The Executive Moot Court Board will be responsible for screening

applications, coordinating travelling teams, coordinating intra-school competitions, following SDOCOL budget guidelines, and obtaining final approval by the External Competition Coordinator for travelling teams. The Executive Moot Court Board will assign one member to oversee each approved competition and serve as a resource for GPSA (Graduate and Professional Student Association) funding, organizing practice sessions, and scheduling judges for practice sessions.

GPSA manages a grant program that provides funds for projects of this nature. See the GPSA website for further information and instructions: <http://www.asu.edu/gpsa/> (GPSA application instructions are attached to this document). Applications are collected online and must be submitted no later than one month prior to the event necessitating the funds. Applying as soon as possible is strongly recommended. It will take GPSA one month to consider an application. GPSA only reimburses students and will not pre-pay any expenses.

Travelling teams should have a designated coach - either a faculty member or an outside practitioner. This designation should be obtained as part of the application process. All competition teams fielded by any student organization or groups of individuals should register with the Executive Moot Court Board, regardless of whether the team works independently or as part of a student organization, and regardless of whether it has outside funding. The Executive Moot Court Board will identify and track all travelling competition teams and serve as a resource for those teams.

Any student who wishes to represent the SDOCOL in an external competition should plan ahead. The student team must consult with the Moot Court Executive Board Travelling Team Coordinator and the Faculty Advisor, submit a completed application form, prepare a Travel Authorization form, apply for GPSA funding, and receive approval from the Executive Moot Court Board and the External Competition Coordinator prior to receiving any reimbursement for the external competition.

Any student who registers for or participates in an external moot court competition without receiving prior approval from the Executive Moot Court Board is subject to sanctions, including, but not limited to: dismissal from the moot court team, a prohibition from participating in future moot court competitions, and, in cases of dishonest or deceitful conduct, an honor code complaint.

#### Funding:

Approval by the Executive Moot Court Board and External Competition Coordinator does not guarantee funding by the SDOCOL. In no event are students funded completely; students are responsible for at least part of their expenses and pre-approval is required for any expense. Participants must also follow all travel guidelines set by the College.

The College of Law provides some institutional support for approved travelling team competitions, but also believes that students should be responsible for some of their own expenses. Upon completion of the approval process, team participants must apply for



and receive GPSA funding and pay the competition registration fee, unless the College has agreed as part of the consultative process to pay the registration fee directly. Team participants must also arrange and pay for their own transportation and secure reservations at the conference hotel. Upon completion of the competition, and after completing appropriate travel reimbursement forms, the College will reimburse the team participants for the registration fee (if applicable), as well for lodging at the competition hotel at the conference rate. The cost of revising briefs will be compensated. As a general rule, exhibits are not reimbursed. Participants will be responsible for the remainder of their expenses including airfare, local transportation and meals. GPSA funding may offset some portion of the expenses that students are responsible for. Under no circumstances will the participant be reimbursed for more than their documented expenses, regardless of funding source.

Exception: if a travelling team prevails in competition and advances to a final round at a different location, the team will be reimbursed for the hotel and airfare needed for this second round of competition. To the extent that GPSA funding is still available, that funding will be applied to the costs.

### Reimbursement Policies and Procedures

Where additional funding for travelling teams has been obtained, all reimbursements will comport with the financial policies of Arizona State University. Travel reimbursement policies are monitored by the ASU Financial Services Department. Financial policies pertaining to travel approval and reimbursements for faculty and staff are generally found here: [http://uabf.asu.edu/travel\\_guide](http://uabf.asu.edu/travel_guide). In addition, the College of Law has issued several guidelines for reimbursement of Moot Court competition travel.

Lodging - Please note that the ASU Travel Services office will only reimburse for the published per diem hotel rate if there is no designated conference hotel. If there is a designated conference hotel, the email or conference website announcing the conference hotel must be included with the receipts presented for reimbursement.

Team members are expected to share rooms when traveling. Team members are not expected to share a room with a) the opposite sex or b) more than one other person. If the team is composed of an uneven number of individuals of the same sex, those individuals will come to their own agreement to determine who will share a room. If a team member wishes to travel with a person outside of the team, they are welcome to get their own hotel room completely at the team member's expense; no reimbursement will be allowed. Any incidental expenses incurred at the lodging will not be reimbursed. Examples of this include movie rentals, mini bar or water, phone calls, fitness fees, or any other expenses.

Please note that the only expenses that will be reimbursed are those of the moot court team member(s), according to the policies and guidelines outlined in this document.

Expenses of Moot court team member family members are expressly excluded from the reimbursement guidelines and policies.

If a team has a coach that is able to travel with the team to an external competition, that coach's expenses will be reimbursed in accordance with the financial policies outlined above. One travelling coach will be supported for each approved travelling team. If multiple teams are approved for any given competition, pre approval for travel for additional coaches must be obtained in advance.

### Budget Reports

Every travelling team participant must complete a Travel Authorization form. This form will set out the budget for the event. The Authorizing Travel Official (ATO) is Victoria Trotta, the Faculty Advisor. Search her name when filling out the TA. Do NOT designate your faculty advisor as ATO. She will evaluate and, when appropriate, approve the TA. This step is necessary because when it comes time to process the reimbursement claim; this is the person who will do it. She will process the reimbursement claims for the whole team at one time. Failing to designate the faculty advisor as trip ATO will unduly delay the traveler's reimbursement.

Travelling Teams must submit a brief report of their competition at the time of the reimbursement process. This brief report should include skills and competencies that will help the team succeed in future competitions. It can be delivered via email to the Faculty Advisor and the Travelling Team Coordinator. These reports will assist future teams in their own preparation.

The ASU Travel Services Office will only reimburse expenses that are supported by original receipts. The Executive Moot Court Board team liaison will be responsible for collecting receipts and invoices and maintaining appropriate records throughout the year of budgeted and actual expenditures. The Executive Moot Court Board will also complete an annual financial report prior to the end of each spring semester to be delivered to the faculty advisor. Each team liaison is responsible for collecting receipts from their travelling teams and creating a budget and expense report for that competition. If any member of a travelling team fails to turn in all receipts within one month of travel, that team member forfeits their reimbursement. Where GPSA reimbursement requires original receipts, the SDOCOL will accept legible copies.

### Fundraising

Fundraising must be coordinated with the Development Office and should be undertaken at the beginning of the fall semester. Full details and timelines are found on the Student Organizations webpage: <http://www.asu.edu/studentaffairs/mu/clubs/funding.htm>. If a team is being sponsored by a student organization, that team must make sure that student organization has registered with the Development Office for fundraising. A team seeking outside funding must notify their Executive Moot Court Board liaison who will

coordinate those efforts with the Development Office. Seeking external funding without approval by the Development Office will be grounds for sanctions.

### III. Independent Study Credit

Students who seek credit for their competition briefs should refer to Statement of Student Policies X. G. Special Curriculum Policies – External Moot Court Participation.

*Students who are involved in external Moot Court competitions must indicate whether they wish to earn academic credit for competing. Students may earn one Moot Court credit for external Moot Court participation if approved by the Moot Court Committee\*. Moot Court credit can be granted if:*

*1. the student completes a minimum 15-page brief (if multiple team members, each team member must be responsible for a minimum of 15 pages); 2. the student participates in a minimum of eight(8)practice oral arguments; and 3. the student rewrites the brief (or his/her portion of the brief) under the supervision of the faculty supervisor, following the competition.*

- 2011 – At present there is no faculty Moot Court Committee. The practical operation of this section is that the core faculty member who agrees to oversee the rewriting of the brief and who will assign the independent study credit is the Moot Court Committee.

### **Steps for Traveling Moot Court Teams**

1. **Do your research.** Research a competition you are interested in and find potential teammates. To be eligible to compete for an external moot court competition, students must be in their second or third year of law school and in good academic standing.
2. **Form a team and contact the External Competitions Chair.** At this stage, students interested in forming a team should contact the External Competitions Chair from the Executive Moot Court Board (EMCB) with any questions or concerns.
3. **Complete the ASU Moot Court External Competitions Authorization form.** This form must be completed by all members of the traveling team and must be submitted for authorization at least **60 days** prior to the competition travel date. The form can be found at [law.asu.edu/mootcourt](http://law.asu.edu/mootcourt).
  - a. Assistant Dean Tom Williams must sign the authorization form to verify that all team members are in good academic standing;
  - b. All team members must sign the authorization form to indicate they have read and understand moot court policies and procedures;
  - c. Turn in completed form with attached budget and GPSA applications attached. (see below for GPSA instructions) to EMCB Traveling Team Chair.
4. **Request a Moot Court Board liaison.** Request an EMCB member to facilitate your team's competition by emailing [mootcourtboard@Mainex1.asu.edu](mailto:mootcourtboard@Mainex1.asu.edu). This person will assist you with any questions you may have regarding the application for funding, booking rooms for practices, finding judges for practice sessions, and assisting with deadlines.
5. **Apply for GPSA funding.** GPSA funding can ONLY be applied for less than sixty (60) days in advance of travel. **You should complete your GPSA funding application on the sixtieth day prior to travel, not the thirty day deadline on the GPSA website.** When completing your application keep in mind that GPSA's goals are for your professional development for the betterment of yourself and your program. Discuss how this opportunity to compete helps you personally, the law school generally, and ASU as a whole. If your team is sponsored by a student organization, discuss the benefit to that organization as well. GPSA also places a high value on service so please be prepared to detail all your pro bono activities. If you have any questions about your application, contact the EMCB for assistance at [mootcourtboard@Mainex1.asu.edu](mailto:mootcourtboard@Mainex1.asu.edu).
  - a. Go to: <http://www.asu.edu/gpsa/funding/travel/>
  - b. Download the flowchart at <http://www.asu.edu/gpsa/funding/travel/flowchart.pdf>
  - c. Download the PDF file for application instructions.
  - d. Each person is eligible for a maximum of \$950/year for travel expenses. This amount is not guaranteed.
  - e. Applications are due by 5:00p.m. on the 7<sup>th</sup> of the month prior to departure.
  - f. Click on "Create a NEW application profile" on the left-hand side of the screen.

- g. Fill out and submit the online form for your profile (once you have completed this process once you need not do it again).
- h. Then click on “Submit or Review an Application”.
- i. Insert your username and password.
- j. Select Travel Grant Competition as award program.
- k. Select “Start a New Application”
- l. In the “Application Type” select “Individual”
- m. For the Advisor information, the Advisor for travelling teams will be Victoria Trotta, (480)965-2521, victoria.trotta@asu.edu
- n. **If traveling internationally**, you will not be able to complete the travel authorization online. Complete a paper form. Go to <http://travel2.asu.edu/>, select the Tempe campus, and download the form. This downloaded form will have a document number in the upper right corner. Use this number as your travel authorization number to complete your GPSA application online. The paper form should then be given to your team's EMCB liaison who will get the appropriate law school authorization (Victoria Trotta) and submit the authorized forms to the GPSA office.
- o. **If traveling domestically**, to obtain your trip ID number, go to <http://travel.asu.edu>. Fill in your asurite ID and password and login to the site. You must fill out and complete an **electronic** travel authorization form, not a paper form. Do not request for any of the funding to be advanced on any of the screens.
  - i. Select “Request a new trip” at the top of the screen.
  - ii. For Department Manager ASURITE ID use ttrotta (Victoria Trotta, she is under the College of Law Library)
  - iii. For ATO use ttrotta (Victoria Trotta)
  - iv. Department mail code is 7906.
  - v. Click Save and Continue
  - vi. Fill in the requested travel information and press Save and Continue
  - vii. On the Event tab, the drop-down box for “What type of trip is this?” select Team/Group
  - viii. On the Event tab, the drop-down box for “Select the category of benefit to ASU” select Related to Course Instruction
  - ix. When the Event tab is filled out, click “Save the Event”
  - x. Select the Transportation tab
  - xi. Select your form of transportation. If you are driving you have to calculate how many miles it will take to drive and price out airfare to your location to prove that it would be more cost effective to drive (this is best for competitions that are in San Diego or Los Angeles or Las Vegas).
  - xii. Save the information on the Transportation tab and select the Lodging tab.

- xiii. The EMCB recommends that teams stay at the Conference hotel, if there is one.
  - xiv. Fill out all requested information for your lodging and click save. Your lodging rates should be the total cost for your room, not only your portion of that cost.
  - xv. Select the Meals tab and then click save. You will be authorized for a per diem for all meals during your travel time. This does not guarantee you will receive funding for those meals. If you do NOT want to receive this funding authorization, please click the box next to the meals that you are **not** interested in being eligible for funding for.
  - xvi. Select save meals at the bottom of the screen.
  - xvii. Click review and submit at the bottom of the screen.
  - xviii. You will receive an email when your form is reviewed and approved by Tory Trotta. Approval by her does not guarantee funding, it merely authorizes your travel.
  - xix. You will be given your trip ID number after you click review/submit. Please use this number on the GPSA travel grant application where it requests Trip ID Number.
  - p. The primary purpose of your travel is not an Academic Conference or Presentation so skip that section and move to Professional Development Travel
  - q. Fill in all the budget information requested. All the information should be based on the total it will cost, not merely your portion of that travel.
  - r. Total amount requested from GPSA cannot exceed \$950
  - s. Notify your EMCB member when you have completed the applications.
  - t. Print a copy of your application forms and attach to your Moot Court Application.
6. **Once you learn of your award amount from GPSA (and your teammates' awards), inform your EMCB member** what your team as a whole received, and if there is any shortage in the budgeted amount. If there is a shortage then the EMCB will evaluate what additional funding will be needed for your team per the EMCB Policies and Procedures found at [law.asu.edu/mootcourt](http://law.asu.edu/mootcourt).
  7. **When you travel, keep all original receipts** and turn them in to your EMCB liaison within one (1) month of your travel for reimbursement. Three copies of these receipts will be made and any original receipts required by GPSA will be returned to your team. Any funds not provided by GPSA that have been approved for reimbursement from the College of Law will be reimbursed through the Business Office and notification of reimbursement will be made by the Moot Court liaison assigned to your team.
  8. **Have a great time and do your best!**