



## **Masters in Trial Policies and Procedures Overview**

The ABOTA Masters Education Program is a highly successful, patented and trademarked program for teaching civil trial skills. It was created and is sponsored by the ABOTA Foundation. The programs include:

- Masters in Trial
- Masters in Jury Selection
- Masters in Cross Examination
- Masters in Opening Statements and Closing Arguments
- Masters in Direct and Cross Examination of Experts
- Masters Ultimate Trial Notebook
- And others

Masters Education Programs are presented by ABOTA Chapters in conjunction with and under the sponsorship of the ABOTA Foundation. Coordination with the ABOTA Foundation and its staff is vital to ensure program quality and consistency, and also so that appropriate support including marketing, venue organization, and other critical support functions can be provided to the Chapter. Chapters are not permitted to organize and conduct Masters-designated programs without the approval of the ABOTA Foundation Professional Education Committee and coordination with the ABOTA Foundation Office. Chapters are, of course, encouraged to conduct other educational programs not duplicative of or designated as Masters Programs, such as Civility Matters programs and mini Jury Summits.

To conduct a “Masters”-branded program, Chapter leaders need to initiate coordination with the ABOTA Foundation well in advance of the anticipated program date. Generally, the Masters Program schedule for the calendar year is established by June of the preceding year and thus early proposal submission is vital to a successful program and to secure appropriate coordination with the ABOTA Foundation and the ABOTA Professional Education Committee. Due to the need for extensive marketing, as well as the other preparation work required by staff to ensure a successful program, only a limited number of Masters Programs can be conducted each year.

To begin planning for a Masters program, a chapter should submit a “Chapter Request for Masters Education Program” form to the Foundation as early as possible and in any event prior to the spring meeting of the ABOTA National Board.

Chapter officers or others interested in organizing a Masters-branded program should contact Molly Laurence [mollyl@abota.org](mailto:mollyl@abota.org) at the ABOTA National Office with any questions regarding the programs or procedures for application and approval.

**Chapter Request Form, next page**



**ABOTA**  
FOUNDATION

**Chapter Request for Masters Professional Education Program - 2016**

If your chapter would like to present a Masters Series professional education program in 2016, please complete the form below and submit it to Molly Laurence, Professional Education Director, for presentation to the Professional Education Committee.

Chapter Name \_\_\_\_\_

Chapter Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Type program, if known:  Masters in Trial  Master in Jury Selection  Ultimate Trial Notebook  
 Masters in Cross Examination  Masters in Opening Statement /Closing Argument  Specialty program

**Programs will not be accepted on the following dates to avoid conflict with National Board Meetings:**

- Week of January 10, 2016
- Week of May 8, 2016
- Week of October 9, 2016
- On or near holidays

*Programs will not be confirmed for June – August before the date is finalized for the ABOTA National Trial College*

**Preferred time period:**

Month:

Date:

Day of week:

**Alternative Dates (in case of scheduling conflicts):** \_\_\_\_\_

Special circumstances regarding date: (i.e. chosen to coincide with football game, CLE reporting deadline, availability of Law school space, etc.)

Chair(s) for program \_\_\_\_\_

Suggested venues, if known \_\_\_\_\_

Anticipated attendance of licensed attorneys \_\_\_\_\_

*While others may attend (based on space available) it is important for committee purposes to know the anticipated attendance of licensed attorneys.*

Special circumstances regarding the program: Chapter revitalization, held in conjunction with the State Bar Convention, etc.

Chapters are strongly encouraged to submit 2016 applications for review at the National Board Meeting, May 1-2, 2015. Deadline for submission: **April 17, 2015**. Submissions after that date will be considered based on availability.

**Criteria for inclusion on the 2016 Calendar include, but are not limited to:**

- Chapter program history
- Special circumstances (chapter revitalization, etc.)
- Workability of preferred date
- Flexibility on dates

Professional Education requests will be evaluated individually: no program will be calendared unless approved by the Committee. Significant changes in program, including date, must be re-submitted to the committee for approval. Submit form to [mollyl@abota.org](mailto:mollyl@abota.org).