



TO: Advisors & Coaches of State Mock Trial Qualifying Teams
FROM: Josh Dougan, Tennessee High School Mock Trial Chair
Will Holloway, Tennessee High School Mock Trial Vice Chair
RE: Tennessee State High School Mock Trial Competition Information
DATE: March 3, 2014 (FINAL VERSION)

Congratulations on your success during the district competition season! We look forward to seeing you at the state competition sponsored by the Tennessee Bar Association Young Lawyers Division on March 14-15 in Nashville.

This memo lays out details for the competition. Please read it carefully and comply with all requirements and deadlines. If you have questions about competition logistics, contact Stacey Shrader Joslin at the Tennessee Bar Association at (615) 383-7421, (800) 899-6993, or sshrader@tnbar.org. If you have questions about this year's problem or the competition rules, please contact Josh at (731) 437-0469 or josh@thedouganfirm.com, or Will at (615) 550-2800 or wholloway@sbdlaw.net.

All forms and information for the state competition are available for download at <http://www.tba.org/node/64510>. There is also a link to that page from the main mock trial page at <http://www.tba.org/node/39648>. As updated or new information is posted you will be notified by email.

References to forms in this memo are noted in bold and all-caps font. All forms should be returned to Stacey by email to sshrader@tnbar.org or by fax to (615) 297-8058. Deadlines for forms are noted in bold and italics font. Items of particular importance are underlined.

Contacting TBA After March 7

After March 7, DO NOT contact Stacey Shrader Joslin for any competition-related issues as she will be out of the country (and sadly missing her first state competition in 10 years!). The TBA has assembled a great team of folks to assist with this year's competition. Please contact the appropriate person below depending on what your issue or question is:

Team Forms, T-Shirt Orders, Lunch Orders:
Liz Todaro, ltodaro@tnbar.org, (615) 277-3233

Team Hotel Rooms, Other Hotel Issues:
Therese Byrne, tbyrne@tnbar.org, (615) 277-3208

Overall Competition Issues:
Lynn Pointer, lpointer@tnbar.org, (615) 277-3212

Supplemental Material for State Competition

Often the Mock Trial Committee releases supplemental materials for use at the state mock trial competition. This year, the committee has decided that due to the complexity of the 2014 problem, NO additional witness parts or exhibits will be added. The committee has, however, decided to make a small number of minor changes to some parts of the existing problem. Thus, the committee will release an updated version of the 2014 case materials by the end of the day Monday, March 3. Please refer to the state mock trial webpage at www.tba.org/info/2014-state-mock-trial-competition-team-resources to obtain the updated materials.

Teams advancing to the state competition MUST obtain and use only the case materials that will be posted and designated for use at the 2014 state competition. The case materials released for use at the 2014 state competition supersede any materials previously released for use at district competition. To the extent that any questions or answers found on the FAQ portion of this website conflict with the 2014 state materials, the state materials take precedence.

Hotel Accommodations

Mock trial participants will stay overnight at the Doubletree Hotel, 315 Fourth Avenue North, Nashville, TN 37219, (615) 244-8200. A number of non-trial events such as meals and the Awards Ceremony also will take place at the hotel. Driving directions to the hotel from various locations around the state are available on the state competition webpage.

Team Rooms – Each team will be provided four hotel rooms for Friday night, March 14, at no charge. Each room sleeps four guests. Assigning five or more occupants to a single room may result in additional costs to teams. Also, please note that the hotel does not provide cots or rollaway beds. Please assign students to these rooms using the **TEAM REGISTRATION PART 1** form, which should be completed and returned to the TBA ASAP but no later than **Monday, February 24**. The TBA will make the reservations and pay the hotel directly for these four rooms.

It should be reinforced to all team members that while TBA is paying for their rooms, individual students will be required to pay for any incidentals (movies, snacks or room service) before checking out. At the time of check in, the hotel may ask for a credit card to cover these services.

While we request that the hotel make rooms available for early check-in on Friday, there is no guarantee students will have access to their rooms on Friday prior to reporting to the courthouse for the first trial round. Please be sure your students understand this and are prepared to change clothes in the hotel's public restrooms.

Update Feb. 28, 2014: Although the Team Registration Part 1 form allows teams to request extending their stay on either Thursday or Saturday nights, this option is no longer available. The Doubletree Hotel is completely sold out on Thursday, Friday and Saturday nights.

Changes to Team Rooms – If you have to make changes to the room assignments after March 7, please send them to Therese Byrne with the TBA. She can be reached at tbyrne@tnbar.org or (615) 383-7421. Please do not make changes with the hotel staff upon arrival. This creates an incredible amount of work for the front desk staff when they are trying to help all hotel guests.

Friends & Family Rooms – For friends and family of competitors, the Doubletree Hotel is now completely sold out on Thursday, Friday and Saturday nights. Those needing additional rooms are encouraged to check with other area hotels.

Practice Rooms – Teams wishing to book practice rooms at the hotel should contact hotel staff member Cindy Newman at (615) 747-4847 or cindy.newman@hilton.com to reserve and pay for the space.

Parking – Overnight valet parking is available at the hotel for \$24 per night. You also may park across the street from the hotel in the Hotel/Court Self Park garage at 350 Deaderick Street for \$16 per night. Schools traveling to Nashville in oversized vans or buses should contact the hotel directly to make arrangements for parking these vehicles. While the hotel will facilitate the parking, please note that the city of Nashville charges to reserve street parking. You will pay the hotel directly and they will pass it on to the city. Please contact Cindy Newman at (615) 747-4847 or cindy.newman@hilton.com with requests.

Early Arrival Lounge – Teams that arrive at the hotel before their rooms are ready should use the Tennessee Ballroom – located near the mock trial registration area – to wait until it is time to leave for the courthouse. Please instruct your students not to hang out in the main hotel lobby. Failure to abide by this rule may impact consideration for the Sportsmanship Award. Please remain at the hotel until at least 2:15 p.m. as there is limited space at the courthouse for “hanging out.”

Team Registration

This section provides information about team registration forms, registration desk at the Doubletree Hotel and the use of name badges throughout the weekend.

Registration Forms – Teams will fill out two registration forms – Part 1 and Part 2. Please use the **TEAM REGISTRATION PART 1** form to provide information on team members, faculty advisor(s), attorney coach(es), and any other adult chaperons. This information will be used to make name badges so please write legibly and double check the spelling of names. The form also allows you to assign team members to the four hotel rooms TBA provides on Friday night. **TEAM REGISTRATION PART 1** is due by **Monday, February 24.**

Please use the **TEAM REGISTRATION PART 2** form to identify the roles team members will play during the trial rounds. This information will be entered into the power matching system in advance of the competition. This form is due by **Monday, March 3.**

Registration Desk – Teams should arrive at the Doubletree Hotel no later than 1:45 p.m. on Friday, March 14, to check in at the Team Registration Desk. Registration will be open from 11 a.m. to 2 p.m. and will be located off of the main lobby in the Tennessee Foyer and Hartman Gallery (on the Fourth Ave. side of the building). At the registration desk, you will receive your team's registration packet, any pre-ordered t-shirts, and name badges for team members and advisors. In addition, family and friends can make name badges for themselves at the desk. DVDs from prior state competition championship rounds will be available for sale and competition participants will be able to preorder a DVD of the 2014 round.

Name Badges – Name badges for team members, coaches and advisors will be provided in each team's packet, which will be available at the Team Registration Desk at the Doubletree Hotel. Competition participants must wear their name badges at all times to allow security personnel at the courthouse and the hotel to identify mock trial participants. Please reinforce this with all team members. Failure to wear your name badge will substantially increase wait times when entering the courthouse.

During trial rounds, however, team members should be instructed to turn their name badges over or remove them during the trial rounds. This is to protect the identity of the school from the scorers and presiding judge. School names should not be announced during the trial rounds. Please feel free to remind the judge or bailiff of this fact if they ask for the teams to identify themselves.

Friends and family members are strongly encouraged to make name badges for themselves as well to expedite passing through security at the courthouse. Badges may be made at the Hotel Team Registration Desk or the Courthouse Competition Desk on the ground floor of the courthouse.

Meals

For all competition participants, the TBA will provide a dinner/dance on Friday night and a breakfast buffet on Saturday morning. Both events will be held at the hotel.

For lunch on Saturday, teams may eat on their own or order box lunches from the TBA. Box lunches will include a sandwich, chips and cookie for \$6 each. A **LUNCH ORDER FORM** is available on the state competition webpage and should be returned by **Monday, March 3** by email, fax or mail. If returned by mail, please postmark by March 3. Orders can be submitted without payment, but the full cost of the order **must be paid for by 2 p.m. on Friday, March 14**, at the Hotel Team Registration Desk. Payment may be made by credit card or check. Checks should be made payable to the Tennessee Bar Association.

Lunches will be available for pick-up following the third preliminary round on Saturday in the snack bar, which is on the ground floor of the courthouse. Please send no more than two representatives from your team to pick up the lunches. Teams may access the third floor of the courthouse to eat lunch, but should not be on that floor during any other time during the competition.

T-Shirts

Teams wishing to purchase competition t-shirts must do so in advance. Please download the **T-SHIRT ORDER FORM** from the state competition webpage and return no later than **Monday, March 3**. Forms may be submitted by email, fax or mail. If returned by mail, please postmark by March 3. Orders can be submitted without payment, but the full cost of the order **must be paid for by 2 p.m. on Friday, March 14**, at the Hotel Team Registration Desk. Payment may be made by credit card or check. Checks should be made payable to the Tennessee Bar Association. As usual, the shirts will feature the TBA logo and a thematic graphic that ties in with the case. Priced at just \$10 each, the t-shirts are a great souvenir from the competition!

Coaches Meeting

All coaches and faculty advisors are invited to attend a coaches meeting on Friday, March 14, at 1 p.m. in the Davidson Room of the Doubletree Hotel. At a minimum, however, your team MUST have one representative at the meeting. There will be a sign in sheet. The room is located on the ballroom level of the hotel.

Competition Information

All competition rounds will be held at the historic Metro Davidson County Courthouse, 1 Public Square, Nashville, TN 37201. The courthouse is bordered by James Robertson Pkwy. on the north side, Union St. on the south side and Third Ave. North on the west side. The building is within walking distance of the Doubletree Hotel. Walking directions are posted on the state competition webpage.

Parking – Those driving to the courthouse may park in one of two nearby pay lots:

Courthouse/Court Square Garage
101 James Robertson Parkway
(615) 244-2330

This underground garage is located next to the courthouse and across James Robertson Pkwy. from the Birch Building. It can be entered from James Robertson or Gay Street. Rate is \$12 per day or \$3 after 5 p.m. and on weekends.

Public Square Garage
350 Deadrick Street
(615) 242-0391

This above ground garage is located on Deadrick Street between Fourth Avenue North and Third Avenue North. It also can be entered from Charlotte Avenue between Fourth and Third Avenues. The rate for parking Friday after 6 p.m. or all day Saturday is a flat fee of \$8. Parking on Friday prior to 4 p.m. is \$4 per hour or a daily maximum of \$14.

Building Access – Mock trial participants and their guests should use the James Robertson Parkway ground level entrance to enter and exit the courthouse. The main plaza entrance to the courthouse will not be open after normal business hours

on Friday and will not be open at all on Saturday. Your teams and accompanying adults should be prepared to pass through metal detectors when entering the courthouse and should leave sufficient time for doing so. Please be sure that all participants are wearing their name badges. This will expedite the security process.

Courthouse Use Rules – The mock trial competition is being held in the Metro Davidson Courthouse and we want to be respectful of the historic nature of the building. Therefore, we are asking a team representative (attorney coach or faculty advisor) to communicate a specific list of building and courtroom use rules to team members and to sign a pledge that the team has been advised of the rules and has agreed to abide by them. The **COURTHOUSE USE RULES AND ACKNOWLEDGEMENT FORM** is available on the state competition webpage. The acknowledgement portion of the form should be returned prior to the start of the competition. Please fax or email no later than **Monday, March 3, or hand-deliver to the Hotel Team Registration Desk no later than 2 p.m. on Friday, March 14.**

Schedule – A preliminary schedule of the weekend is available on the state competition webpage. The schedule of the rounds is as follows:

Friday, March 14:

Round 1: 3 to 5 p.m.

Round 2: 6 to 8 p.m.

Saturday, March 15:

Round 3: 9 to 11 a.m.

Round 4: 12:30 to 2:30 p.m.

Awards Ceremony: Approximately 3:30 p.m.

Championship Round: Immediately following the Awards Ceremony

Structure of Competition – 16 teams will compete in the state competition. That means that each team will compete in all four preliminary rounds. At the conclusion of those rounds, the top two teams will advance to the championship round. The top two teams will be announced at the awards ceremony at the Doubletree Hotel. The awards ceremony will begin no earlier than 3:30 p.m. Teams competing in the championship round should plan to remain in Nashville until at least 7 p.m. Saturday night. Teams qualifying for the state competition are as follows:

- District 1 1st Place: St. Mary’s Episcopal School, Memphis
 2nd Place: White Station High School, Memphis
- District 2 Dyersburg High School, Dyersburg
- District 3 The Webb School, Bell Buckle
- District 4 Franklin High School, Franklin
- District 5 1st Place: Montgomery Bell Academy, Nashville
 2nd Place: Harpeth Hall, Nashville
- District 6 Springfield High School, Springfield

- District 7 1st Place: Chattanooga Southeast Tennessee Home Education Association (CSTHEA) Green, Chattanooga
 2nd Place: Chattanooga Southeast Tennessee Home Education Association (CSTHEA) Blue, Chattanooga
- District 8 Smith County High School, Carthage
- District 9 Jefferson County High School, Dandridge
- Districts
10 & 13 Bearden High School, Knoxville
- Districts
11 & 12 1st Place: Kingsport Area Christian Home Education Association
 2nd Place: Unicoi County High School
 3rd Place: Science Hill High School

Power Matching – The Tennessee State High School Mock Trial Competition uses a “power matching” system to determine team pairings in Rounds 2, 3 and 4, as well as the final championship round, while the first round is determined by random selection. For an explanation of power matching please see the “Explanation of Power Matching Process” document posted on the state competition webpage.

Team Roster – The **TEAM ROSTER** will be used during the competition to identify trial participants. Please bring 20 copies of the plaintiff line-up and 20 copies of the defense line-up to the competition site. At the **start of each preliminary trial round**, give four (4) copies of the appropriate line-up (plaintiff or defense, depending on which role the team is playing) to the bailiff/timekeeper. Be sure that copies given to the bailiff do not identify the team’s school.

MVP Designation – Coaches and/or advisors are asked to name a team “MVP” – the most valuable player of their team who exhibits the ideals of the mock trial competition. The MVPs will be recognized at the Awards Ceremony on Saturday. We also ask that you name two backups in case your first or second selection wins an individual award (e.g., best lawyer, best witness). The **MVP DESIGNATION** form is available on the state competition webpage, and should be returned **no later than 12:30 p.m. on Saturday, March 15** to the Courthouse Competition Desk. However, it may be returned in advance to either the Hotel Team Registration Desk on Friday or the Courthouse Competition Desk on Friday or Saturday.

Sportsmanship Award – The Team Sportsmanship Award is given annually to the team that best embodies the values of the mock trial experience and demonstrates that commitment through its actions, words and attitudes – not only during trial rounds, but throughout the weekend. Each team will be asked to nominate a team other than their own for this award. Comments from judges and scorers also will be taken into account in selecting the winner. The Mock Trial Committee reserves the right to disqualify a team from consideration based on complaints lodged by other teams or courthouse security. The **SPORTSMANSHIP NOMINATION** form is due **by 12:30 p.m. on Saturday, March 15**. Teams may turn the form in to the Courthouse

Competition Desk or to the bailiff at the end of the fourth round. For a summary of how this award recipient is selected and suggested criteria for selecting a nominee download the document "Explanation of Sportsmanship Award" posted on the state competition webpage.

Individual Awards – Twelve individual awards will be presented at the State High School Mock Trial Competition this year. In each of the following four categories the first, second and third place students will be recognized: Best Advocate for the Plaintiff, Best Advocate for the Defense, Best Witness for the Plaintiff and Best Witness for the Defense. For a summary of how individual award recipients are determined please see the "Explanation of Individual Award Determinations" document posted on the state competition webpage.

Report Cards – The Mock Trial Committee has devised a **REPORT CARD** for competition participants to provide feedback on all aspects of the mock trial experience. Students, coaches, advisors and chaperons are invited to fill out the form. This is an anonymous rating so please be honest and please encourage your students to participate. We can only improve if we know what can be done better! Each year, the feedback provided by you is carefully considered by the TBA, and in the last few years, several changes suggested by participants have been implemented. Your voice does make a difference! Copies of the form will be provided to each team in its registration packet. **Completed forms should be returned to the Courthouse Competition Desk or placed in collection boxes at the Awards Ceremony on Saturday.**

National Competition

The winner of the state competition will represent Tennessee at the 2013 National High School Mock Trial Championship May 8-10 in Madison, Wisconsin. The team will receive a stipend of \$4,000 to help cover the costs of traveling to the competition. Information about the national competition can be found online at www.nationalmocktrial.org or nationalmocktrial2014.wisbar.org.

To participate in the state competition, each team must complete the **NATIONAL COMPETITION PARTICIPATION PLEDGE** available on the state competition webpage and in the rules. The form must be returned before the competition begins, but no later than **2 p.m. on Friday, March 14**, to the Team Registration Desk at the Doubletree. **If submitting by email or fax, please send no later than Monday, March 3.** Multiple copies may be submitted to expedite signature gathering.

Championship Videos

Want to see what some of the state's best teams look like in action? Video footage from previous championship rounds is available for purchase. You can even preorder the 2014 championship round, which will be available in April. Each DVD is \$10. Purchase items at the Team Registration Desk at the hotel on Friday, March 14; at the Courthouse Competition Desk on Friday or Saturday; or anytime by downloading the **VIDEO ORDER FORM** available on the state competition webpage.

Summary of Deadlines

| <u>Form</u> | <u>Deadline for Receipt</u> | <u>Method</u> |
|-------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Team Registration Pt. 1 | Tuesday, Feb.25 | Email or fax by Feb. 25 |
| Friends & Family Room Block Closes | Monday, March 3 | Reserve extra rooms directly with the Doubletree Hotel. |
| Team Registration Pt. 2 | Monday, March 3 | Email or fax by March 3. |
| Lunch Order Form | Monday, March 3 | Email or fax order by March 3. Mail check by March 3 or hand deliver payment to Hotel Team Registration Desk Friday, March 14, by 2 p.m. |
| T-Shirt Order Form | Monday, March 3 | Email or fax order by March 3. Mail check by March 3 or hand deliver payment to Hotel Team Registration Desk, March 14, by 2 p.m. |
| Courthouse Use Rules & Acknowledgement | Before First Round | Email or fax by March 3; or hand-deliver to Hotel Team Registration Desk, March 14 by 2 p.m. |
| National Competition Participation Pledge | Before First Round | Email or fax by March 3; or hand-deliver to Hotel Team Registration Desk March 14, by 2 p.m. |
| Team Roster | Each Round | Hand-deliver 4 copies to bailiff before each trial round. |
| MVP Designation | Saturday, March 15 12:30 p.m. | Email or fax by March 3; hand-deliver to Hotel Team Registration Desk Friday, March 14, by 2 p.m. or to Courthouse Competition Desk, Saturday, March 16, by 12:30 p.m. |
| Sportsmanship Nomination | Saturday, March 15 12:30 p.m. | Hand-deliver by 12:30 p.m. to Courthouse Competition Desk or bailiff in 4th round. |
| Report Cards | Saturday, March 15 | Hand-deliver to Courthouse Competition Desk or deposit in boxes at Awards Ceremony. |