



First-Year Moot Procedure Checklist

Monday, February 13 - Section 001; Goold
Tuesday, February 14 - Section 002; N. Harris
Wednesday, February 15 - Section 003; Bird
Thursday, February 16 - Section 004; Bird

<u>Materials</u>	<u>Reminders</u>
<ul style="list-style-type: none"><input type="checkbox"/> Student ID<input type="checkbox"/> Book of Authorities (+1 for judges)<input type="checkbox"/> Factum<input type="checkbox"/> Oral Argument Outline/Index Cards<input type="checkbox"/> Pens/Pencils/Highlighters<input type="checkbox"/> Water<input type="checkbox"/> Watch/Phone (to keep track of time)	<ul style="list-style-type: none"><input type="checkbox"/> Address judges as “Justice”, “Justices”, “Members of the Court”, or “this Court”<input type="checkbox"/> Refer to opposing counsel as your “friend”<input type="checkbox"/> Only one counsel should be standing and addressing the Court at any given time<input type="checkbox"/> Only use the Optional Reply to address new points raised by the Respondent which have not already been addressed by the Appellant’s submissions
<u>DOs</u>	<u>DON'Ts</u>
<ul style="list-style-type: none"><input type="checkbox"/> Give signposts for the judges about where you are in your factum<input type="checkbox"/> Say “Respectfully, Justice, these are all the submissions I have on this point. If it would please this Court, I would like to move on to...” if a judge will not let up on a specific point/question<input type="checkbox"/> Message your co-counsel and email the Registrars if you are running late	<ul style="list-style-type: none"><input type="checkbox"/> Don’t ask the judges “Does this answer your question?”<input type="checkbox"/> Don’t interject while your co-counsel or your friends are making their submissions

Timeline

5:30pm – Registration begins outside the Law Forum

- ☐ Sign in at Registrars table → Present student ID
- ☐ If desired, pick up gown
- ☐ Head to assigned room to prepare for arrival of judges → Place one Book of Authorities on judges’ bench
- ☐ Ensure counsel for the Appellant are seated on the left side of the lectern/podium (facing the judges) and counsel for the Respondent are seated on the right side



6:30pm – Moots begin

- ☐ Rise when judges enter the room and remain standing until all judges are seated (bow if/when the judges bow)
- ☐ First-named counsel for the Appellant rises → State the names of both Appellants' counsel, spell each of their last names, indicate their preferred manner of address (e.g., Mx/Ms/Mr/Counsel [Last Name]) and pronouns. Then state that you represent the Appellant.
- ☐ When the first-named counsel for the Appellant sits, the first-named counsel for the Respondent rises → State the names of both Respondents' counsel, spell each of their last names, indicate their preferred manner of address (e.g., Mx/Ms/Mr/Counsel [Last Name]) and pronouns. Then state that you represent the Respondent.
- ☐ When Respondent's counsel has finished and is seated, first-named counsel for the Appellant rises and proceeds with arguments (20 minutes)
- ☐ Second-named counsel for the Appellant rises and proceeds with arguments (20 minutes)
- ☐ Optional 10-minute break at judges' discretion
- ☐ First-named counsel for the Respondent rises and proceeds with arguments (20 minutes)
- ☐ Second-named counsel for the Respondent rises and proceeds with arguments (20 minutes)
- ☐ Optional reply by one of Appellant's counsel (5 minutes, strictly enforced)



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~8:30pm – Moots end

- ☐ Debrief with judges
- ☐ Receive student evaluation form from judges (must be signed by all judges)
- ☐ Submit student evaluation form to Registrars outside the Law Forum
- ☐ Return gown

Please do not hesitate to reach out if you have any questions or concerns leading up to or on the day of your moot.

Moot Court Registrars – firstyearmoots@allard.ubc.ca

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