



## First-Year Moot Procedure Checklist

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Monday, February 10 - Section 001; MacDougall  
Tuesday, February 11 - Section 002; Russo  
Wednesday, February 12 - Section 003; Liao  
Thursday, February 13 - Section 004; Biukovic

<p style="text-align: center;"><b><u>Materials</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Student ID</li><li><input type="checkbox"/> Book of Authorities (+1 for judges)</li><li><input type="checkbox"/> Factum</li><li><input type="checkbox"/> Oral Argument Outline/Index Cards</li><li><input type="checkbox"/> Pens/Pencils/Highlighters</li><li><input type="checkbox"/> Water</li><li><input type="checkbox"/> Watch/Phone (to keep track of time)</li></ul>	<p style="text-align: center;"><b><u>Reminders</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Address judges as “Justice”, “Justices”, “Members of the Court”, or “this Court”</li><li><input type="checkbox"/> Refer to opposing counsel as your “friend”</li><li><input type="checkbox"/> Only one counsel should be standing and addressing the Court at any given time</li><li><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</li></ul>
<p style="text-align: center;"><b><u>DOs</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Give signposts for the judges about where you are in your factum</li><li><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</li><li><input type="checkbox"/> Message your co-counsel and email the Registrars if you are running late</li></ul>	<p style="text-align: center;"><b><u>DON'Ts</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Don't ask the judges “Does this answer your question?”</li><li><input type="checkbox"/> Don't interject while your co-counsel or your friends are making their submissions</li><li><input type="checkbox"/> Don't feel obligated to accept an invitation to go out with your judges post-moot</li><li><input type="checkbox"/> Don't draw any adverse inference if your judges do not extend an invitation for food/drinks post-moot</li></ul>

## **Timeline**

### **5:30pm – Registration begins outside the Law Forum**

- ☐ Sign in at Registrars table → Present student ID
- ☐ 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 your name and name of your co-counsel, indicate that you are representing the Appellant
- ☐ First-named counsel for the Respondent rises → State your name and name of your co-counsel, indicate that you are representing the Respondent
- ☐ 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)

## ~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.**

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