



First-Year Moot Procedure Checklist & Timeline

<u>Schedule</u>	<u>Contacts</u>
Monday, February 12 - Curtis Tuesday, February 13 - Gee Wednesday, February 14 - Proud Thursday, February 15 - Scow	Moot Court Registrars: firstyearmoots@allard.ubc.ca Barbara Wang, Manager, Student Affairs: wang@allard.ubc.ca Andrea Falco, Student Wellbeing Counsellor: wellbeing@allard.ubc.ca Kaila Mikkelsen, Assistant Dean, Students: mikkelsen@allard.ubc.ca

Materials to Bring

- ☐ Student ID
- ☐ Printed copies of Permitted Cases
- ☐ Pens/Pencils/Highlighters
- ☐ Watch/Phone (to keep track of time)
- ☐ Factum
- ☐ Oral Argument Outline/Notes
- ☐ Water

5:30pm – Registration Begins

- ☐ Sign in at Registrars table outside Lew Forum, present student ID and pick up gown
- ☐ Head to assigned room to prepare for arrival of judges
- ☐ 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 for introduction
 - 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 → state that you represent the Appellant.
- ☐ First-named counsel for the Respondent rises for introduction
 - 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 → state that you represent the Respondent.
- ☐ First-named counsel for the Appellant rises, proceeds with arguments (20 minutes)
- ☐ Second-named counsel for the Appellant rises, proceeds with arguments (20 minutes)
- ☐ Optional 10-minute break at judges' discretion
- ☐ First-named counsel for the Respondent rises, proceeds with arguments (20 minutes)
- ☐ Second-named counsel for the Respondent rises, 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 Lew Forum
- ☐ Return gown