



2010 National High School Mock Trial Championship
Philadelphia, Pennsylvania

www.2010nationalmocktrial.com

Tournament Information Handbook for Teams

2010 National High School Mock Trial Championship

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—Tournament Contact Information—

2010 Host	Andrew F. Susko , Past President Pennsylvania Bar Association
2010 Host Coordinator	Janell Klein , Meetings Manager Pennsylvania Bar Association Pamela Kance , Meetings Coordinator Pennsylvania Bar Association
Tournament Website	www.2010nationalmocktrial.com
Phone	717/238-6715 ext 2231 (Janell Klein) 717/238-6715 ext 2245 (Pamela Kance) 800/932-0311 (ext. 2231 or 2245)
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FAX	717/238-4134
Mailing Address	100 South Street PO Box 186 Harrisburg, PA 17108-0186

*All checks/money orders should be made payable to the Pennsylvania Bar Foundation.
No credit cards or purchase orders accepted as payment. Thank you.*

Drexel University is a proud partner of the PBA Young Lawyers Division Statewide Mock Trial Competition and the **Leadership Sponsor** of the 2010 Championship Tournament.



—Welcome—

State Coordinators:

If you are not the person responsible for coordinating your team's participation, please forward this material to the appropriate person in your state or territory immediately.

Only one team per state or territory may attend the tournament. Please explore the Official 2010 National High School Mock Trial Championship website (www.2010nationalmocktrial.com) for additional information about this year's National Championship and the exciting city of Philadelphia.

The Pennsylvania National Competition Planning Board (NCPB) looks forward to hosting you at the 27th Annual National High School Mock Trial Championship. This handbook will assist you and your state champion team in completing the registration process for the tournament and in your preparations for your trip to Philadelphia. It contains general information about the competition, registration, and events. There are links to all the forms you will need on our website. You will also find information and instructions about lodging and transportation in this handbook.

Please remember that the time between the case release date and the registration deadline is very short (just **16** days), so it is imperative that you forward this tournament information to your state champion team as soon as your state competition concludes. It is vitally important to make all participants aware of pending deadlines and important tournament dates. It is also imperative that you communicate regularly with your state champion team, especially if you are the primary point of contact in your state. Thank you, in advance, for your timeliness in sending information to your state champion team.

State Champion Teams:

Congratulations on winning your state title this season! We are looking forward to a meeting of forty plus outstanding State Champion teams at the National High School Mock Trial Championship in Philadelphia in May. The Pennsylvania NCPB has been working hard to provide you with a challenging national mock trial case, excellent facilities, unique social events and outstanding judges and evaluators for the rounds.

The Pennsylvania NCPB has planned these competition rounds to provide an orderly and dignified process. While we may not have anticipated every question or problem that may arise before, during or after the competition rounds, we are pro-active in our approach to this tournament and therefore hope that we have already addressed many of your questions and/or competition-related issues during our planning process and have provided those answers in this publication.

Your team is the ambassador for your state, country or territory. Coaches should encourage all participants, students and coaches to participate in this tournament, and related social events, in a professional and civil manner. The Code of Ethical Conduct holds all participants to a very high standard of behavior, and we expect each coach to consistently and continually promote this high standard and the educational aspect of this activity and to remind your students and fellow coaches that having fun is an important part of the game. We look forward to an exceptional tournament, where all participants enjoy their time in Philadelphia and will walk away with a positive educational experience, lots of good memories and new friends.

Teams must provide adult supervision at all times for student team members. This includes at the hotel, during social events and at the Criminal Justice Center and City Hall.

—Frequently Asked Questions—

- **What is required to register a State Champion team to compete in the tournament?** All required tournament forms must be completed and mailed, along with the tournament registration fee (\$300.00) and payment for events, in sufficient time to be received by **April 16th** in order for a state champion team to be eligible to compete at the national level. A Registration Checklist is included on the website. There are links to each necessary form on our website. See p. 25 in this handbook for information on which forms are required, the deadline to submit each form and where those forms may be found online
- **How is the “official team” defined at the National Tournament?** The “Official Mock Trial Team” at the national tournament includes six to eight student team members (playing the roles of attorneys and witnesses on both sides of the case), one primary teacher coach, one primary attorney coach, and the State Mock Trial Coordinator (or his/her designee) for a maximum of eleven (11) members of the “official team”. (See Rule 3.2)
- **When and how will the National case materials be distributed for the Pennsylvania tournament?** The case materials will be posted online (under the Case Material section) on **Thursday, April, 1 at 12:01 a.m.** The host coordinator will send an email to all state coordinators notifying them that the materials have been posted. The state coordinators should pass this information along to their state champion team. Hard copies of the case materials are not available from the host committee.
- **Which student(s) may play the role of timekeeper?** At least one student team member must be designated as the team’s official timekeeper. This student team member may be one (or more) of the 6 to 8 “official” team members noted above, or the timekeeper may be a single, additional 9th student team member. Note: A ninth student may accompany the team **ONLY** if the ninth student is assigned the sole duty of keeping time for all rounds. (See Rule 1.4)
- **Will the “official team” receive FREE tickets to tournament events this year?** Yes. The Pennsylvania Host Committee has committed to providing the eleven members of the “official team” (as noted above) with complimentary (FREE) passes to all ticketed events. Other individuals, including the ninth student serving as the timekeeper, may purchase tickets on a first-come, first-served basis to those events. Remember: the ninth student is not included in the eleven complimentary tickets provided to the official team.
- **Are additional event tickets available for purchase?** Yes. All events will require a ticket. This handbook contains information about all tournament events. Ticket order forms may be found on the website. The State Coordinator (or his/her official designee) must submit all required ticket order forms to reserve space for their state champion team. Tickets to all events must be pre-paid. Checks, cash and money orders are the only acceptable forms of payment. COD’s or IOU’s will not be accepted. Purchase orders will not be accepted. Credit Cards are not accepted. Checks or money orders should be made payable to the **Pennsylvania Bar Foundation**. There will be a \$25 charge for all returned checks.
- **Who is responsible for providing information to teams advancing to Nationals?** The State Coordinator is responsible for ensuring that the teacher sponsor of the state championship team receives this registration information and the case materials. If it is necessary for additional information to be sent to the teams advancing to Nationals, those items will be sent to the State Coordinator, who in turn is to forward the information to the appropriate state championship team contact person.
- **Who is responsible for communicating with the national host coordinator?** The State Coordinator (or his/her official designee) in each state should be the person to submit all inquiries from state champion teams about the tournament to the host coordinator. Teams should filter ALL inquiries through the State Coordinator (or his/her official designee). There should be one point of contact per state.

- **How are transportation arrangements to be made?** See the transportation section in this handbook for detailed information on transportation options.
- **How will Hotel reservations be handled?** See the hotel information section in this handbook for detailed information on hotel reservations. The deadline to make hotel reservations is **Monday, April 5, 2010**. **All hotel reservations must be made directly with the hotel.** Tournament rates are ONLY AVAILABLE to those who follow the reservation instructions outlined in this manual. Any rooms remaining in the mock trial block after April 5th will be released. Space may or may not be available in the competition hotel after this date and time. Tournament rates will not be available after this date.
- **Will practice/meeting rooms be available before the Competition?** Yes. A number of rooms have been reserved at the Marriott Philadelphia Downtown on Wednesday, May 5 and Thursday, May 6 for teams to use as practice/meeting rooms. Space must be reserved using the Practice Room Reservation form. On the form, indicate your first, second, and third choices for practice times. Every attempt will be made to accommodate every team's first choice; however, rooms will be reserved on a first-come, first-served basis.
- **What is the pre-tournament scrimmage policy for the National Tournament?** Neither the Pennsylvania NCPB nor the NHSMTTC, Inc. Board of Directors has a policy regarding scrimmages. Teams scrimmage at their own discretion and risk. The practice room schedules will be posted online and at the Information/Registration Desk at the Marriott Philadelphia Downtown.
- **Who judges the Competition?** Any attorney or judge with prior high school mock trial judging or coaching experience, who is in good standing with their State Bar Association, is invited to participate as a Judging Panel Volunteer at the national tournament in Philadelphia. State Coordinators are strongly encouraged to invite qualified individuals from your State to attend the tournament as judging panel members. The Judging Panel Volunteer Form is available on our website. The form may be completed and submitted directly on line. An e-mail address and cell phone number is required for each judging panel volunteer. While the judging panel preparation materials will be distributed to each volunteer before the end of April, most communication with the judging panels will be handled via email.
- **When will we get our scoresheets?** Scoresheets will be available for pick-up by the State Coordinator (or his/her official designee) beginning at **8:00 a.m.** (and no earlier) on Sunday, May 9 at the registration desk at the Marriott Philadelphia Downtown. Per the national board's new policy, the scoresheets will be locked up after the final round and not disseminated to any one for any reason until Sunday morning. The State Coordinator (or his/her official designee) is the **ONLY** person who may pick up the scoresheets on Sunday. If the State Coordinator (or his/her official designee) is not available (for whatever reason) to pick-up the scoresheets on Sunday morning, the team's packet will be mailed to the State Coordinator for further dissemination to the team and coaches when they return home. **THIS PROCEDURE WILL NOT BE AMENDED FOR ANY TEAM, COACH, PARENT, ETC. FOR ANY REASON.**

—Pre-Tournament Calendar—

October 15 – 17, 2009	Pre-Tournament Board of Directors Meeting in Philadelphia
February 1, 2010	Deadline for Golden Gavel Nomination to Justice Carley <i>536 State Judicial Building; 40 Capitol Square, SW; Atlanta, GA 30334</i>
February 5, 2010	2010 Philadelphia Tournament Website “goes live” Tournament Information and Registration Materials available online
March 15, 2010	Deadline to submit letter for National Board candidacy to Board Chair John Wheeler (<i>May Elections</i>) Deadline to submit items for spring newsletter to Stacy Rieke (StacyR@gabar.org)
April 1, 2010	2010 Criminal Case Release Date (<i>12:01 a.m. EDT</i>)
April 1, 2010	Deadline for the Bid Proposal to host tournament in 2013 to Dee Runaas
April 5, 2010	Deadline to make hotel room reservations for tournament attendees
April 16, 2010	Deadline to submit Tournament Registration Form (form online) Deadline to postmark tournament registration fee (<u>\$300</u>) Deadline to order tournament event tickets and other items (form online) Deadline to postmark payment for tournament event tickets and other items Deadline to submit videotape request for courthouse (form online)
April 19, 2010	Deadline to enter “Best State Champion Team Song” Contest (information on line)
April 23, 2010	Final day to submit case/rules questions via email for online posting
April 26, 2010	Final posting of online case/rules Q&A report & posting of clean/updated case materials, if necessary

—Transportation—

Each team is responsible for making its own transportation arrangements, as are all other participants in the event. You can reach Philadelphia easily by air, train, bus, or car.

Getting to Philadelphia

By Air—Tournament participants traveling to Philadelphia by airplane will arrive at Philadelphia International Airport (PHL). From the airport, the hotel can be reached by taking the Southeastern Pennsylvania Transportation Authority (SEPTA) train line, as well as other ground transportation venues including airport shuttle and taxi service:

Airport Shuttle Service: Tropiano Transportation (www.tropianotransportation.com) provides regularly scheduled discounted shuttle service from Philadelphia International Airport to downtown Philadelphia hotels. Upon arrival, proceed to the Ground Transportation Desk located near the airport baggage claim area. Shuttle fee to the Philadelphia Marriott Downtown is approximately \$15. Approximate travel time is 20 minutes.

Taxi Service: Estimated Taxi fare from Philadelphia International Airport to the Marriott Philadelphia Downtown is approximately \$30.

SEPTA Transportation System: Use the R1 Airport Line to reach downtown Philadelphia and the Hotel. Cost is less than \$10 per person. Visit www.septa.org for more information for schedules, fares and answers to your questions.

By Amtrak—Tournament participants traveling by train will arrive at the Amtrak Philadelphia 30th Street Station at 2955 Market Street, Philadelphia, which is about one mile from the Philadelphia Marriott Downtown. Taxi service and SEPTA train service from the station to the hotel is available.

By Automobile—Tournament participants travelling by car to the Philadelphia Marriott Downtown may park in the adjacent parking garage. Parking rates at the hotel for the tournament will be posted on the hotel section of the website. Please advise us if your team is traveling by motor coach or school bus and whether bus parking is necessary.

Security at the Airport

All tips below are gathered from the Transportation Security Administration website.

General Airport Security Issues

- ◆ A PHOTO I.D. CARD is required to check-in at the ticket counter or curbside check-in, to pass through security stations and to board the aircraft.
- ◆ Don't wear accessories or carry items on your person that will cause the metal detectors to go off, including heavy jewelry, metal belts or large belt buckles, metal accessories, concealed body piercing, etc.
- ◆ Put all cell phones, keys, wallets, change, PDA's etc. in your carry-on bag before going through security at the airport.
- ◆ Check your purse and/or carry-on for items that are not allowed on airplanes (knives, scissors, etc.) and leave those items at home.
- ◆ Wear shoes that can be easily slipped on and off at airport security checkpoints. Avoid thick-soled shoes.
- ◆ Do not bring lighters or prohibited matches to the airport.

Checked Baggage

- ◆ Do not lock your checked baggage, unless you are using a TSA approved lock. TSA conducts random searches of bags and all bags must go through a screening process once checked.
- ◆ Consider putting personal belongings (i.e. underwear, etc.) in clear plastic (Ziploc) bags to reduce the chance that a TSA screener will have to handle them.
- ◆ Pack shoes, boots, sneakers, and other footwear on top of other contents in your luggage.
- ◆ Place valuables such as jewelry, cash and laptop computers in carry-on baggage only. Tape an I.D. or business card to the bottom of a laptop.
- ◆ Put all undeveloped film and cameras with film in your carry-on baggage. Checked baggage screening equipment will damage undeveloped film.
- ◆ Be sure a luggage tag is affixed to the outside of all bags (carry-on or checked) and that an I.D. tag of some sort is affixed to the inside of each bag, as well.
- ◆ Avoid over-packing so that your articles don't spill out if your bag is opened for inspection.
- ◆ When claiming luggage at baggage claim, be sure to check the luggage tag – many bags look similar.

Liquids on Aircraft

- ◆ With certain exceptions for prescription and over-the-counter medicines, baby formula and breast milk, and other essential liquids, gels, and aerosols, the following rules apply to all liquids, gels, and aerosols you want to carry through a security checkpoint.
- ◆ We suggest transporting any toiletry item or other liquid/gel in a doubled Ziploc bag in checked baggage. If that is not an option, see the information below. For persons with medical issues who require liquids/gels on board the aircraft, separate specific information may be found online at the TSA website (www.tsa.gov).
- ◆ All liquids, gels and aerosols must be in 3 oz. or smaller containers. Larger containers that are half-full or toothpaste tubes rolled up are not allowed. Each container must be three ounces or smaller.
- ◆ All liquids, gels and aerosols must be placed in a single, quart-size, zip-top, clear plastic bag. Gallon size bags or bags that are not zip-top such as fold-over sandwich bags are not allowed. Each traveler can use only one, quart-size, zip-top, clear plastic bag.
- ◆ Each traveler must remove their quart-sized plastic, zip-top bag from their carry-on and place it in a bin or on the conveyor belt for X-ray screening. X-raying separately will allow TSA security officers easily examine the declared items.

Traveling from the Hotel to the Criminal Justice Center

The Philadelphia Marriott Downtown sits diagonally across the street from the Criminal Justice Center, with a walk time of less than 5 minutes. The Criminal Justice Center is located at 1301 Filbert Street. Exit the Marriott using the Filbert Street exit. Turn left onto Filbert Street. Turn right at the light on 13th Street. The Criminal Justice Center will be on your left. Use any of the three entrances to enter the building.

Transportation from the Hotel to the National Constitution Center

(Friday evening event)

School bus transportation will be available to transport event attendees to the National Constitution Center beginning at 6:30 p.m. Teams should meet in the Hotel Lobby. Return transportation begins at 9:00 p.m. Approximate travel time to the National Constitution Center is 10 minutes. The National Constitution Center is located at Independence Mall, 525 Arch Street.

—Hotel—

ALL TEAMS MUST STAY AT THE HOST HOTEL—the Philadelphia Marriott Downtown

State Coordinators: If your state trials are not finished by April 1, 2010, but you intend for your state champion team to advance to Nationals, you will need to reserve a number of rooms to meet the hotel reservation deadline and to ensure guest room availability for your team.

HOTEL GUEST ROOM RATE INFORMATION

The special NHSMTTC guest room rate at Philadelphia Marriott Downtown is \$199.00 plus 15.2% tax. **The Pennsylvania Bar Foundation has generously agreed to subsidize a portion of the rate for up to 5 guest rooms (for team members only) for up to 4 nights (Wednesday – Sunday)** for all NHSMTTC state teams. Teams will be charged just \$150.00 (inclusive) per room per night. Early arrivals, late departures and additional guest rooms will be charged the \$199.00 rate plus 15.2% tax.

TEAM ROOM RESERVATIONS

Each team must reserve guest rooms by visiting the following website – <https://resweb.passkey.com/go/HSmocktrial2010> or by calling 1-800-266-9432. You will be quoted the NHSMTTC guest room rate of \$199.00 plus 15.2% tax. To receive the subsidized guest room rate of \$150.00, each team must complete and submit the Hotel Team Reservation form by April 16.

ALL OTHER ROOM RESERVATIONS

- Hotel reservations for **9 rooms or less** can be made directly with the Philadelphia Marriott Downtown by visiting the following website – <https://resweb.passkey.com/go/HSmocktrial2010> or by calling 1-800-266-9432 before April 5, 2010.
- Hotel reservations for **10 or more rooms** must be made by contacting Nykia N. Spells, Event Manager, at 215-625-6807.
- All reservations must be guaranteed with a major credit card.

Hotel Guest Rooms Must Be Reserved Before April 5, 2010!

The NHSMTTC room block will be closed at that time and tournament room rates will no longer be available. It is possible (although not guaranteed) that rooms may still be available at the host hotel after April 5, 2010, but the hotel's normal room rates may apply to all late reservations.

Philadelphia Marriott Downtown

Address 1201 Market Street
Philadelphia, PA 19107
Phone 215-625-2900
Fax 215-625-6000

Food Options There are three dining options on hotel property:

- *Circ* – contemporary casual cuisine; open for breakfast, lunch and dinner
- *13* – American inspired cuisine; open for breakfast, lunch and dinner
- *Starbucks* - open for breakfast, lunch and dinner

There are numerous off property dining options including **The Reading Terminal Market** which is across the street from the hotel and offers over 30 places to eat. Open for breakfast, lunch and dinner, you will be able choose from a variety of cuisines including Pennsylvania Dutch/Amish, Seafood, Philly Cheese Steaks, Chinese food, Greek, Thai, Pizza & more.

Hotel Guidelines

- ◆ All students should be under adult supervision while at the hotel. We strongly discourage teams from allowing males in female rooms and vice versa.
- ◆ No incidental services (long distance, in-room movies, room service, etc.) will be available to tournament rooms. Incidental services are available upon request at check-in and a credit card will be required to activate those services.
- ◆ Check-in is at 3 p.m. and checkout is at 12 Noon.
- ◆ Teams must be checked in and out by a single person and we suggest that the teacher coach take care of this task.
- ◆ Schools/organizations will be liable for damage to the hotel committed by their Official Team Members or by those observers and guests who accompany their team to the tournament. (*Mock Trial participants know the meaning of LIABILITY, right!?!)*
- ◆ You are a guest, and we request that you conduct yourselves accordingly. Please be considerate of other hotel guests. Do not run or talk loudly in the hallways.

Security At the Hotel

Below are a few general tips to make your stay at any hotel safer and more enjoyable:

- ◆ Keep your room key with you at all times. Use the paper envelope provided by the hotel to store a key card. Cell phones and credit cards may de-magnetize a key card.
- ◆ Always secure all door locks when in the hotel room.
- ◆ When leaving a hotel room, pull the door shut firmly and double check that it is closed and locked.
- ◆ Always check the peephole to positively identify a person who knocks on your hotel room door at any time.
- ◆ Do not open your door to someone who knocks unannounced.
- ◆ Always call the front desk to confirm an unexpected visitor's status with the hotel and only open the door if you requested the service.
- ◆ Identify the stairwell/emergency/fire exits on your floor. Make a mental note which direction you must turn and approximately how many steps there are to the closest fire stairwell.
- ◆ Observe where the nearest house telephone is located in case of an emergency.
- ◆ Make sure all windows and sliding doors in the room are secured.
- ◆ Leave one light on inside the room if you will return after dark.
- ◆ Do not invite strangers to your room.
- ◆ Do not draw attention to yourself by displaying large amounts of cash or expensive jewelry.
- ◆ Do not leave cash or other valuables unsecured in a hotel room.
- ◆ Keep your luggage closed/locked whenever you are out of the room.
- ◆ Note if hotel security locks certain access points after dark. Plan to use the main entrance upon return to the property after dark.

—Tournament Information Desk at Hotel—

All team registration materials must be picked up on-site at the Tournament Information/Registration desk and signed for by the State Coordinator (or his/her official designee). No coach, student or other spectator may pick-up registration materials.

The Tournament Information/Registration desk will be located on the 5th floor of the Philadelphia Marriott Downtown.

No tickets or other competition items will be available for sale at the Tournament Information/Registration Desk.

All tournament attendees (coaches, students, spectators, state coordinators and judging panel members) may visit the Information/Registration Desk to ask questions about any tournament related event. Volunteers will be on duty at the times indicated below to assist with any tournament related matter.

All event tickets for the Official Mock Trial Team as well as all other tickets or tournament items ordered with your Registration Packet will be included in the on-site packets to be claimed at registration by the State Coordinator or his/her official designee.

The hours of operation of the Information/Registration desk will be posted on-site at the hotel and are currently scheduled as follows (*schedule for Friday and Saturday is subject to change*):

Wednesday	May 5	12:00 p.m. to 6:00 p.m.
Thursday	May 6	9:00 a.m. to 6:00 p.m.
Friday	May 7	7:00 a.m. to 9:00 a.m. 3:00 p.m. to 5:00 p.m.
Saturday	May 8	7:00 a.m. to 9:00 a.m. 4:00 p.m. to 6:00 p.m.
Sunday	May 9	8:00 a.m. to 12:00 noon

The Tournament Information/Registration desk at the hotel will be CLOSED between 9:00 a.m. and 3:00 p.m. on Friday and 9:00 a.m. and 4:00 p.m. on Saturday. Tournament information may be received at the Information Desk at the Criminal Justice Center during this time.

—Tournament Schedule—

Wednesday, May 5, 2010

- 12:00 p.m. – 6:00 p.m. Tournament Information/Registration Desk open - *Marriott – 5th Floor*
1:00 p.m. – 10:00 p.m. Practice rooms open by reservation only - *Marriott*

Thursday, May 6, 2010

- 6:00 a.m. – 6:00 p.m. Practice rooms open by reservation only - *Marriott*
7:30 a.m. – 12:00 p.m. National High School Mock Trial Championship, Board of Directors Meeting - *Marriott, Franklin Hall 4 – 4th Floor*
9:00 a.m. – 6:00 p.m. Tournament Information/Registration Desk open - *Marriott – 5th Floor*
12:00 p.m. – 6:00 p.m. Team Photos - *Marriott*
1:00 p.m. – 3:00 p.m. State Coordinator's Meeting
Marriott, Franklin Hall 13 – 4th Floor
(Required for all state coordinators in attendance at the tournament)
3:00 p.m. – 4:00 p.m. State Coordinator's Round Table Discussion
Marriott, Franklin Hall 13 – 4th Floor
3:00 p.m. – 4:00 p.m. Timekeeper Orientation – required for all teams
Marriott, Franklin Hall 1 & 2 – 4th Floor
3:00 p.m. – 4:00 p.m. Orientation Meeting for Coaches, Coordinators & Observers
Marriott, Franklin Hall 3 – 4th Floors
6:00 p.m. – 9:00 p.m. Pin Exchange & Team Welcome Reception
Marriott, Grand Ballroom – 5th Floor
9:00 p.m. – 12:00 a.m. Hospitality Suite for Judging Panels, Coordinators and Coaches Only
Marriott, Presidential Suite

Friday, May 7, 2010

- 6:30 a.m. – 8:00 a.m. Breakfast – Teams, Coaches, Coordinators & Observers
Marriott, Grand Ballroom – 5th Floor
7:00 a.m. Pairings for Round I Posted - *Marriott*
7:00 a.m. – 9:00 a.m. Tournament Information Desk open - *Marriott – 5th Floor*
7:30 a.m. – 8:15 a.m. Staggered Entry times for Teams to court facility
7:30 a.m. Judging Panel/Courthouse Volunteer breakfast
Criminal Justice Center
7:45 a.m. Judging Panel Orientation
Criminal Justice Center
8:30 a.m. Round I – *Criminal Justice Center*
11:00 a.m. Lunch
Teams – *Criminal Justice Center*
Judging Panels/Courthouse Volunteers - *Criminal Justice Center*
12:30 p.m. Pairings for Round II Posted
1:00 p.m. Round II – *Criminal Justice Center*
3:00 p.m. – 5:00 p.m. Tournament Information Desk open - *Marriott – 5th Floor*
5:30 p.m. – 7:30 p.m. Judging Panel Reception - *City Hall*
6:30 p.m. Transportation Begins for Tournament Event
7:00 p.m. – 10:00 p.m. Tournament Event at the National Constitution Center
9:00 p.m. – 12:00 p.m. Hospitality Suite for Judging Panels, Coordinators and Coaches Only
Marriott, Presidential Suite

Saturday, May 8, 2010

- 6:30 a.m. – 8:00 a.m. Breakfast – Teams, Coaches, Coordinators & Observers
Marriott, Grand Ballroom – 5th Floor
- 7:00 a.m. Pairings for Round III Posted – *Marriott*
- 7:00 a.m. – 9:00 a.m. Tournament Information Desk open - *Marriott – 5th Floor*
- 7:30 a.m. – 8:15 a.m. Staggered Entry times for Teams to court facility
- 7:30 a.m. Judging Panel/Courthouse Volunteer breakfast
Criminal Justice Center
- 7:45 a.m. Judging Panel Orientation
Criminal Justice Center
- 8:30 a.m. Round III – *Criminal Justice Center*
- 11:00 a.m. Lunch
Teams – *Criminal Justice Center*
Judging Panels/Courthouse Volunteers - *Criminal Justice Center*
- 12:30 p.m. Pairings for Round IV posted – *Criminal Justice Center*
- 1:00 p.m. Round IV – *Criminal Justice Center*
- 4:00 p.m. Announcement of Final Round Teams – *City Hall Courtyard*
- 4:00 p.m. – 6:00 p.m. Tournament Information Desk open - *Marriott – 5th Floor*
- 4:30 p.m. Championship Round – *City Hall Room 243*
- 8:00 p.m. Awards Banquet
Marriott, Grand Ballroom – 5th Floor
- 10:00 p.m. Team Dance
Marriott, Grand Ballroom – 5th Floor
- 10:00 p.m. – 12:00 a.m. Hospitality Suite for Judging Panels, Coordinators and Coaches Only
Marriott, Presidential Suite

Sunday, May 9, 2010

- 8:00 a.m. – 12:00 p.m. Tournament Information Desk open
State Coordinator (or official designee) Pick-Up of Competition Results
Marriott – 5th Floor
Teams Depart

—Meetings—

National Board of Directors Meeting

Thursday, May 6—7:30 a.m.-12:00 p.m. Marriott, Franklin Hall 4 – 4th Floor

Meetings of the Board of Directors are restricted to board members and those who have business before the board.

State Coordinator’s Meeting

Thursday, May 6—1:00-3:00 p.m. Marriott, Franklin Hall 13 – 4th Floor

This is the mandatory business meeting for all state coordinators (or official state coordinator designees) and members of the National Board of Directors attending the national tournament each year. A variety of topics are covered and elections are held to fill board seats at this yearly meeting.

John Wheeler (IA), chair of the Board of Directors, will lead this meeting.

State Coordinator’s Round Table

Thursday, May 6—3:00-4:00 p.m. Marriott, Franklin Hall 13 – 4th Floor

This round table discussion is a voluntary activity for state coordinators. Participation in this event allows state coordinators to meet and greet one another, in addition to discussing topics of interest related to state mock trial programs. It’s a great opportunity to learn new things, meet new people and find out what’s going on with mock trial programs nationwide.

Timekeeper Orientation

Thursday, May 6—3:00-4:00 p.m. Marriott, Franklin Hall 1 & 2 – 4th Floor

This is the mandatory orientation meeting for all students designated as an official timekeeper during tournament rounds (see Rule 1.4). Additionally, one coach per team may attend with the students, but seating is limited and students will be accommodated first.

Stacy Rieke (GA) and Susan Roberts (IN) are scheduled to lead this orientation session.

Tournament Orientation

Thursday, May 6—3:00-4:00 p.m. Marriott, Franklin Hall 3 – 4th Floor

This is the general orientation session for the national tournament. At least one coach from each state champion team should plan to attend this meeting. During the meeting, tournament logistics will be discussed and Larry Bakko will explain the Power-Match system used during the tournament. There will be no discussion of the case. (*All case questions will have been answered in the online Q&A posting.*) The meeting is open to all coaches and observers, however seating is limited and student attendance is, therefore, discouraged (*coaches attending the meeting may forward all information obtained to students, other coaches and observers at a later time*).

Host Committee Representative, and Larry Bakko (WI), technical advisor to the Board of Directors, are scheduled to lead this meeting.

—Competition Rounds—

All teams will participate in two preliminary rounds on **Friday, May 7th** and two preliminary rounds on **Saturday, May 8th**. Round I (Friday morning) pairings will be determined by a random draw. Power matching, as described in **Rule 5.6** of the Mock Trial Rules of Competition, will be applied in all subsequent preliminary rounds. After completing four preliminary rounds of competition, the two top-ranked teams will participate in the National Championship round on Saturday afternoon. The top ten teams will be recognized at the Awards Banquet on Saturday at the hotel.

The Rules

The Rules of the Competition and the Rules of Evidence (modified from the Federal Rules of Evidence) used during the National High School Mock Trial Championship may be found online, both on the Pennsylvania website (www.2010nationalmocktrial.com) and the national website (www.nationalmocktrial.org) A copy of the rules for the national tournament will also be included under the Case Materials section of the website. Participants in the national tournament must adhere to both the letter and spirit of the rules at all times.

Code of Ethical Conduct

Each team competing in the National High School Mock Trial Championship is required to sign and submit a copy of the Code of Ethical Conduct. The **COEC Form** will be available under the Registration Materials and Case Materials sections.

Spectator Etiquette during a Trial Round

Rule 4.12 governs communication during a trial round. **Rule 4.13** governs viewing a trial.

With those rules in mind, it must also be noted that, in essence, a mock trial competition round is a performance. Generally, when an audience views a play or a musical concert, they are strongly encouraged to display appropriate performance etiquette and in that spirit, we strongly encourage all participants and observers to display appropriate performance etiquette, as well. The students competing in this tournament have worked very hard to perfect their presentation and noise and movement from the gallery can be distracting during the course of a round. In addition, noise and movement from the gallery may distract judging panel members who should be intently watching and evaluating each team's performance.

Therefore, the Pennsylvania host committee requests that all spectators (including coaches) adhere to "appropriate performance etiquette" for a mock trial round as follows:

- ◆ Spectators should silence all electronic devices prior to the beginning of the round.
- ◆ Spectators should NOT accept phone calls, make calls or send text messages, etc., or use any electronic device (including video games) inside the courtroom during a round.
- ◆ Spectators should refrain from talking during a round.
- ◆ Once a round begins, spectators should keep their seat until the round concludes.
- ◆ If a spectator needs to exit the courtroom, s/he should do so in an unobtrusive manner and should WAIT until a break in the action before exiting (i.e. between witnesses or between portions of the trial)
- ◆ Spectators should only re-enter a courtroom during a break in the action.
- ◆ Spectators awaiting the end of the round in the hallway should keep the noise level under control – the doors to the courtroom are not soundproof.
- ◆ Small children, food and drink should not be brought into a courtroom.

The State Coordinator and team coaches are responsible for conveying this information to all spectators attending the national tournament with your team this year. Thank you.

Team Rosters

Team Roster forms are contained in the mock trial case materials and will be available separately online. Pursuant to **Rule 3.5** of the Mock Trial Rules of Competition, teams must exchange copies of the Team Roster Forms and copies must be provided to all members of the judging panel before the start of each round of competition (1 presiding; 3 scoring evaluators=4 total per preliminary round; 15 total for the championship round). Teams are to bring an adequate number of copies of this form for the entire tournament. Copy facilities are not available at the courthouse.

Team Codes

Team Code letters will be included in the materials picked up by the State Coordinator at the Information/Registration Desk on Wednesday or Thursday. These code letters (rather than school name or state) will be used to identify teams during the Competition. All State Coordinators, student team members, the student timekeepers, teacher sponsors, attorney coaches and spectators must wear team code badges at all times in the Courthouse.

We use letter codes during the national tournament, instead of school or state names, so that we may insulate judging panel volunteers from being able to identify which teams they are observing in any given round. Teams should never identify themselves by school name or state to a judging panel volunteer during the tournament weekend. Therefore, the host committee suggests that teams refrain from wearing clothing or any other identifiable item in the public areas at the hotel that may provide a judging panel member with a hint as to the name of your team's school or state.

According to **Rule 4.13**, while in the Courthouse, no one (including students, teacher sponsors, attorney coaches, State Coordinators, or observers) is permitted to wear anything that would reveal the name of his/her school, state or territory. This includes letter jackets, other clothing or related accessories.

It is not a violation of any rule for opposing teams to know your school or state name, but it is well within the rights of each individual team to choose not to disclose this information to a competitor. However, remember that part of the fun of the tournament is socializing with and getting to know other teams attending the tournament.

Power-Matching

The system of scoring (called "power-matching") used during the 2010 NHSMTC in Philadelphia will be discussed in detail during the Team Orientation session on Thursday, May 6. Larry Bakko, the scoring coordinator for the national tournament, will lead this session. See Rules **5.3 through 5.6** for more information on the scoring process used at the tournament or contact your state coordinator for details. Questions regarding the scoring system for the tournament may be directed to Janell Klein in writing via email (jklein@pabar.org) in advance of tournament rounds. These questions will be forwarded to Larry Bakko for review and answers to scoring procedure questions will be posted in its own section of the online case/rules Q&A report.

Championship Finalist Announcement

The announcement of the two teams that will advance to the final, championship round of the national tournament will be made after the conclusion of the 4th preliminary round of competition on Saturday afternoon. The announcement will take place in the Courtyard of City Hall. Signs, competition volunteers and law enforcement officers will be available to direct teams to the appropriate location. It will not be necessary for the two finalist teams to go through security to re-enter City Hall for the championship round. There will be no debriefing after the 4th round and as soon as the judging panel adjourns, teams and spectators should exit the courtroom and make their way to the courtyard area for the announcement.

—Ticketed Events—

The ticket prices listed below include the food, servers, equipment, space rental, decorations and/or entertainment.

Pin Exchange—Team Welcome Reception

Attendance at this event is *restricted* to STUDENTS and COACHES only. No spectators or judging panel volunteers. Students not registered as part of the official team must purchase tickets for this event.

Location: **Marriott, Grand Ballroom**
Date/Time: Thursday, May 6, 6:00 p.m.-9:00 p.m.
Ticket Cost: **\$35**
What you get for the price: An appetizer buffet and entertainment during the event
Suggested Attire: Casual

Friday Breakfast

Location: **Marriott, Grand Ballroom**
Date/Time: Friday, May 7, 6:30 a.m.-8:00 a.m.
Ticket Cost: **\$20**
What you get for the price: A continental breakfast

National Constitution Center Event

Location: **National Constitution Center**
Date/Time: Friday, May 7, 7:00 p.m. – 10:00 p.m.
Ticket Cost: **\$45**
What you get for the price: NCC admission for one, an appetizer buffet and entertainment
Suggested Attire: Dressy Casual

Saturday Breakfast

Location: **Marriott, Grand Ballroom**
Date/Time: Saturday, May 8, 6:30 a.m.-8:00 a.m.
Ticket Cost: **\$20**
What you get for the price: A continental breakfast

Awards Banquet

Location: **Marriott, Grand Ballroom**
Date/Time: Saturday, May 8, 8:00 p.m.
Ticket Cost: **\$50**
What you get for the price: A served dinner that will include a salad, chicken or vegetarian entrée, starch, vegetable and dessert.
Suggested Attire: Dressy to Formal

—Non-Ticketed Events—

Judging Panel Reception

This event is BY INVITATION ONLY.

Location:

City Hall

Date/Time:

Friday, May 7, 5:30 – 7:30 p.m.

Hospitality Suite

The hospitality suite is restricted to adults 21 years of age or older.

Location:

Marriott—Presidential Suite

Dates/Times:

Thursday, May 6, 9:00 p.m. – midnight

Friday, May 7, 9:00 p.m. – midnight

Saturday, May 8, 10:00 p.m. – midnight

Post Tournament Dance

All tournament participants are welcome to attend this event.

Location:

Marriott – Grand Ballroom

Date/Time:

Saturday, May 8, 10:00 p.m. - midnight

—Criminal Justice Center/City Hall Information—

Request to Videotape Round(s)

Criminal Justice Center:

No camera or video equipment of any kind is permitted in the Criminal Justice Center without expressed written permission. Requests to bring video equipment to the courthouse to video competition rounds must be submitted on the official **Video Request Form** found on our website. We must receive all requests to bring video equipment into the courthouse by **April 16**. Additionally, completing this form will not guarantee that your opponent will allow you to video a given trial round; completing this form is the first step in the process to allow the individual making the request to bring video equipment through security and into the courthouse. See the form for more details on bringing video equipment into the courthouse.

City Hall:

No camera or video equipment of any kind is permitted in City Hall. The championship round will be professionally video taped and available for sale from the 2010 NHSMTTC website.

Identification

At the Criminal Justice Center and City Hall, all participants must wear their tournament letter code badge in a visible manner at all times. No one (including students, teacher sponsors, attorney coaches, State Coordinators, or observers) is permitted to wear anything that would reveal the name of his/her school, state or territory. This includes letter jackets, other clothing or related accessories.

Observer Lists

All teams must submit a full list of team participants (students and coaches) and observer with the registration forms by **April 16**. All participants and observers should plan to bring photo identification with them to the Criminal Justice Center and City Hall (student I.D.'s are OK).

Criminal Justice Center/City Hall Policies

All participants in the National High School Mock Trial Championship are required to strictly adhere to the following policies set down by the Criminal Justice Center and City Hall. Any violation of these policies by a team or an individual participating in the National High School Mock Trial Championship may cause that team or individual to be barred from the center and City Hall. All coaches are responsible for insuring that all policies are followed at all times, including by participants and spectators. Thank you for your careful attention to this important matter.

THERE WILL BE NO:

- Food or drink* inside the courtrooms.
- Use of the stairwells to move between floors during the competition—elevators must be used to move between floors. (Once someone enters the stairwell, they cannot exit because the door is locked from the inside and use of the stairwells—unless there is an emergency—will set off alarms.)
- Smoking in the building.
- Change in the furniture arrangement of the courtroom (podiums **MAY NOT** be moved per instructions from the Court Administrator's office).
- Re-Arranging, moving or removing equipment, materials or paperwork used by court personnel.

* Team members only may bring in their own water bottles.

PLEASE MAKE SURE THAT:

- Proper respect is given to the trial site, including the courtrooms, the common areas and the restrooms
- Trash is always placed in an appropriate receptacle and that the courtrooms are left in BETTER shape than they were found.
- Cell phones and other PDA's are turned OFF or set to silent mode during competition rounds
- Sharp/metal objects (pocket knives, scissors, nail files, etc.) are left at home or in a vehicle and not brought into the court site. (Do not bring things to the courthouse and City Hall that will set off the metal detector or slow down the security screening process.)
- You know and communicate to your team members and observers the location of emergency exits and evacuation routes, in case of an emergency.

Criminal Justice Center/City Hall Security

SECURITY AT THE COURTHOUSE AND CITY HALL IS A SERIOUS MATTER.

COMPETITION TEAM MEMBERS, COACHES AND JUDGING PANEL VOLUNTEERS HAVE FIRST PRIORITY WHEN GOING THROUGH THE SECURITY CHECKPOINTS. ALL OTHER OBSERVERS SHOULD STAY TO THE REAR OF THE SECURITY LINES AND ALLOW COMPETITION PARTICIPANTS THROUGH FIRST.

People who crack jokes about what they may or may not be carrying will delay the procedure, embarrass the prankster, and may lead to action by the Philadelphia Sheriff's Department or the host coordinator to exclude such persons from the courthouse, thus prohibiting their participation in the tournament. Please check purses and other bags before entering the court site to insure that you (or any member of your team) are not carrying a weapon of any kind.

Bags and persons are subject to search. All bags will pass through an X-Ray machine and all persons will pass through a metal detector. It is suggested that the use of bags by your team members, coaches and spectators be limited to purses, if possible.

To pass through security, everyone must empty all pockets of keys, change, wallets, cell phones, etc. Additionally, coats must be removed and placed on the X-ray conveyer to pass through security.

The following items should not be brought through security checkpoints:

- ◆ Weapons of any kind (including pocket knives, scissors, etc.)
- ◆ Sharp metal objects (including nail files, nail clippers etc.)
- ◆ Large metal jewelry or other accessories

Cell phones and other PDA's may not be allowed at the courthouse and City Hall and may have to be checked. Please make every effort to leave these devices in your room if possible. If you are allowed to bring any of these devices into the Criminal Justice Center and City Hall, they must be **turned off** (or set to silent mode) inside the courtrooms.

Cameras that take still photos are allowed in the Criminal Justice Center only, but must be disclosed at the security checkpoint. Passes are not required for still cameras.

Cameras that take still photos are not allowed in City Hall.

Only those individuals who have been pre-approved to bring in cameras and video equipment into the Criminal Justice Center during the competition may do so. *(Please complete the Video Request Form found on the website—a pass will be issued to those individuals receiving permission to bring video equipment through security and into the courthouse.)*

Those individuals bringing video or still camera equipment into the Criminal Justice Center must stay to the REAR of the security lines and allow students and coaches through first.

If a security officer has a question as to whether an individual is associated with the national tournament, the security officer may request a photo I.D. to confirm the individual's identity. Those individuals not listed on a team's registration or observer list may be denied access to the Criminal Justice Center and City Hall.

Tournament badges must be clearly displayed at all times while at the Criminal Justice Center and City Hall.

As always, your patience and cooperation during this process will be greatly appreciated!

Criminal Justice Center/City Hall Parking

Parking for the Criminal Justice Center and City Hall is available in nearby lots and garages.

—General Security Information—

Out and About in a Major City

The following are common sense safety tips for any traveler in any city of any size:

- ◆ As a pedestrian, walk confidently and stay alert—be aware of the people around you at all times.
- ◆ Know as much about your destination as you can before you leave for your trip.
- ◆ Know the name and address of where you are staying.
- ◆ For emergency assistance of any kind, dial 911 from any phone.
- ◆ When traveling in any new area, always be alert, aware of your surroundings and trust your instincts.
- ◆ Do not discuss travel plans or other personal matters with strangers.
- ◆ Upon arrival, get your bearings, and note locations of well-traveled, well-lit areas where you could obtain assistance if necessary.
- ◆ Use up-to-date area maps and travel main roads.
- ◆ Do not go out alone—explore the city, at a minimum, in pairs—be sure someone in your group knows where you are at all times.
- ◆ If you think you are being followed, turn around and look for the nearest building for help, or cross the street and walk in the opposite direction.
- ◆ Carry a minimal amount of cash. Use travelers' checks and credit cards whenever possible. Record their identification numbers, and keep that record in a separate, safe place. Most banks do not offer foreign currency exchange unless you have an account with them. Travelers' checks are widely accepted.
- ◆ Always carry purses, wallets, hotel keys and car keys securely. Do not leave purses on chairs, under tables or on bathroom hooks.
- ◆ Be observant, and always report any suspicious activity to Law Enforcement, Security Officers, or Hotel and Business Managers.
- ◆ Always lock your car, whether parked or traveling. When parked, keep valuables out of sight. At night, park in well-lit areas.
- ◆ In the unlikely event you are confronted by an assailant do not resist demands for your valuables.

—Case Materials—

2010 Criminal Case

The 2010 Criminal Case will be posted online on **April 1 at 12:01 a.m. EDT**

Case/Rules Questions and Answers

Teams may begin to ask questions pertaining to the 2010 case or the rules (including the scoring system) on April 1. The procedure for posing a question is as follows:

- ◆ **Procedures:** All case and rules questions must be submitted **via email** to David Trevaskis at david.trevaskis@pabar.org. Only the state coordinator (or his/her official designee) may submit questions on behalf of a state champion team. (ONE POINT OF CONTACT PER STATE, PLEASE!) The mock trial office will only process written case and rules questions submitted by email and will not accept questions submitted by any other method, including phone, fax or in person.
- ◆ **Times to Submit Questions:** States may submit questions from the case release date until **5:00 p.m. EDT** on **April 23**. No other case or rules questions will be entertained after this date/time.
- ◆ **Receiving Answers:** Teams will check the website weekly (we suggest checking on Fridays) for a running list of answers to all case and rules questions submitted throughout the season.
- ◆ **Final Answers:** The final Q&A list will be posted to the website by **April 26** by the end of the day.

The fact that the Pennsylvania National Case Subcommittee made a correction or addition to the case materials at any point during the national competition season is not relevant during a trial round. Teams are to assume that the fault for any typographical error or any other correction, addition or clarification to the case materials indicated in the Q&A list posted online lies with the Pennsylvania HSMT office and/or the Pennsylvania Case Subcommittee, not with a particular witness. The clean, corrected copy of the materials that will be posted by Monday, April 26 is to be considered the first and only version of these materials submitted by any party in this action when trying this case in a competition round.

—Forms—

All forms are posted online. Some forms have a specific link on the left-hand side of our home page. Contact the mock trial office if you have trouble locating a specific form on the website. You'll need Adobe Acrobat Reader version 9.0 to fully utilize the interactive forms online. You can download a free Reader upgrade at www.adobe.com.

The following forms are available to assist your team in registering for the tournament:

- **Official Team Registration Form**—**REQUIRED** of all teams—(*Registration Materials section of website*)
- **Complimentary Ticket Order Form**— **REQUIRED** of all teams—(*Registration Materials & Ticketed Events sections of website*)
- **Event Ticket Order Form**—complete & return only if applicable—(*Registration Materials & Ticketed Events sections of website*)
- **Hotel Team Reservation Form** – **REQUIRED** of all teams – (*Registration Materials section of website*)
- **Individual Observer Registration Form**—complete & return only if applicable—(*Registration Materials section of website*)
- **Media Interest Form**—complete & return only if applicable—(*Registration Materials section of website*)
- **Payment Form**— **REQUIRED** of all teams—(*Registration Materials section of website*)
- **Practice Room Reservation Form**—complete & return only if applicable—(*Registration Materials & Practice Room Schedule sections of website*)
- **Registration Checklist** – available to assist with forms completion deadlines
- **Team Observer Registration Form**—complete & return only if applicable—(*Registration Materials section of website*)
- **Team Photo Form**—complete & return only if applicable—(*Registration Materials section of website*)
- **Travel Information Form**— **REQUIRED** of all teams—(*Registration Materials section of website*)
- **Tournament T-Shirt Order Form**—complete & return only if applicable—(*Registration Materials & T-Shirt Orders sections of website*)
- **Video Request Form for Criminal Justice Center**—complete & return only if applicable—(*Registration Materials section of website*)

The following forms are available to your team for the competition itself:

- **Code of Ethical Conduct Form**— **REQUIRED** —(*Registration Materials & Case Materials sections of website*)
- **Team Roster Form**— **REQUIRED** —(*Team Roster section of the website*)
- **Time Sheet**— **REQUIRED** —(*Timekeeper section of the website*)
- **Sample Scoresheet**—(*Case Materials section of the website*)

The following items may be used for participation in tournament-related contests:

- **"Best State Champion Team Song" Contest** – *see this section of the website for the adjudication guidelines and submission information.*
- **Professionalism Award Ballot**—(*Registration Materials section of website*)

—Competition/Team Photos—

Nicolas Del Pesco Photography will supply the official photographers for the 2010 NHSMTTC in Philadelphia. Complete information on ordering competition candid's online will be provided on our website later in the spring. For those that desire team photos, complete and submit the Team Photo Form by April 16. Every effort will be made to accommodate your preferred time. If you are unable to keep your appointment, make-up photos will be done at the discretion of the photographer and only if time permits.

—Championship Round Video—

A video of the 2010 national championship round will be available for sale following the tournament at www.2010nationalmocktrial.com under the "Special Events" section. The release date will be emailed to all state coordinators as soon as possible after the conclusion of the '10 tournament.