



State Tournament Checklist for Coaches

Please take care of the following items before your team arrives at the courthouse. Work under the assumption that your team will make it to the final round when determining the number of copies needed. **Copy facilities are NOT AVAILABLE at the courthouse.**

- ☐ Team Rosters, Certificate of Eligibility and Photo/Release forms have been submitted by the deadline, January 14, 2023.
- ☐ Both sides of the team have enough clean copies of the exhibits/witness statements for all rounds of competition. Case materials may not be altered (see Rule 4.11), unless prior approval received from the State Coordinator. Do you have a question about altering exhibits? Contact Michele Glasgow ASAP! mglasgow@arkbar.com
- ☐ Your team has a copy of the final Case/Rules Q&A from the website.
- ☐ Timekeepers have time cards printed on paper or card stock. Each team must make its own timecards! [Click here](#) to access the template for the timecards.
- ☐ Each timekeeper has 2 stopwatches. Traditional stopwatches are preferred. Due to security restrictions at various courthouses, cell phone may or may not be prohibited.
- ☐ Spectators have been reminded of expectations outlined in the Rules and have been reminded not to disclose their team affiliation in front of judging panels.
- ☐ Students, coaches and spectators have been reminded that all electronic devices should be turned off or on vibrate in the courtroom. Students may not use laptops or electronic devices of any kind during the trial (Rule 4.21). *According to Rule 4.14, any team has the option to refuse participation in videotaping, tape recording, still photography, or media coverage by anyone other than a photographer designated by the Mock Trial Committee. We ask that you refrain from using recording devices during the trial unless you have received prior approval from the State Coordinator and opposing team.*
- ☐ Students, coaches and spectators have been notified that photography/videography of any kind is not allowed in the courtroom. **These are restrictions set by courthouse security.**