



—State Finals Competition Check-List for Coaches—

Please take care of the following items before your team arrives at the Gwinnett Justice & Administration Center. 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.

- Hotel reservation forms for teams traveling to State Finals have been submitted by the deadline – **NOON WEDNESDAY, February 21.**
- Team Member Lists for State Finals are due by **NOON WEDNESDAY, February 21.**
- Pros/Plain Squad has enough complete **Trial Squad Roster** forms (5 per Round I & II, **13** for Final Round) for all Rounds (on website).
- Defense Squad has enough complete **Trial Squad Roster** forms (5 per Round I & II, **13** for Final Round) for all Rounds (on website).
- All team members (including timekeepers, and ALL coaches) have signed the **Code of Ethical Conduct/Team Roster** form (on website) – this form is due to the trial coordinator upon registration on 3/4. Remember, the signatures on your Code of Ethical Conduct form should match names on your State Finals Team Member List. **Court artists** are not required to sign the COEC form for the State tournament.
- Both sides of the team have enough **updated** and **clean copies of the exhibits/witness statements** for all rounds of competition. Case materials may not be altered (see Rule 20) – i.e. laminated, exhibit stickers affixed, offered in page protectors during the round, etc. Do you have a question about altering exhibits? Contact the Mock Trial office ASAP!
- Your team has a copy of the final **Case/Rules Q&A report** from the website.
- Both timekeepers have reviewed in detail the **timekeeper instructions** contained in the team manual and have enough **time sheets** for all rounds of competition (at least 6 total per team - on website). Please review Rule 7(h) if your team does not have timekeepers and be sure to bring timekeeper supplies regardless of the availability of student timekeepers.
- Both timekeepers have **time cards** printed on yellow paper or card stock. Each team must make its own timecards! The template for the cards is posted to the website. Do not enlarge cards.
- Each squad (P and D) has 2 **stopwatches**. Four (4) total stopwatches are required per team. Timekeepers must use traditional stopwatches. Stopwatch apps on cell phones may not be used.
- Arrangements have been made for **lunch** on competition day in accordance with the instructions your team was provided in the District Champion Team packet. Please contact the Mock Trial office if you have a question about lunch during State Finals.
- Spectators have been reminded of expectations outlined in the **Code of Ethical Conduct** and 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 **NO ELECTRONIC DEVICE** may be turned on or used in the courtroom during a competition round, including but not limited to cell phones, laptops, iPads, e-readers, video games, PDAs, etc. – Rule 21 (g) & (h). Any type of video recording and video/camera equipment **MUST** be disclosed to the presiding judge and approved by the opposing team for use in each round (Rule 23).