



REGISTRATION MATERIALS

Hosted by the
Oklahoma Bar Association
OBA Young Lawyers Division
Oklahoma Bar Foundation

*1901 N. Lincoln Blvd.
P.O. Box 53036, Oklahoma City, OK 73152
www.okbar.org/nationalmocktrial*

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It is now time for your state's team to commit its participation in the National High School Mock Trial Championship. 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. As a reminder, only one team per state or territory may attend.

Enclosed is general information about the competition, registration materials, and a preliminary Schedule of Events. For additional information about the National Championship, please visit the Oklahoma Bar Association's Web site at www.okbar.org/nationalmocktrial. The site is updated regularly and when questions regarding the case are submitted, the questions and answers will be posted at least once a week.

PLEASE READ ALL THE MATERIALS BEFORE DOING ANYTHING!!

The official mock trial team includes six to eight students, (nine students IF the ninth student is assigned the sole duty of timekeeper for all rounds, however this ninth student is not included in the eleven complimentary tickets), a teacher sponsor, an attorney coach and the state mock trial coordinator or his/her designee – a maximum of 11 people. The official team will receive complimentary passes to ticketed events; other individuals accompanying the official team may purchase tickets on a first-come, first-served basis to those events. A form is included to order extra tickets.

All registration materials, including the registration fee, must be received by **APRIL 7, 2006**. The \$300 entry fee should be payable to the **Oklahoma Bar Association**. All hotel reservations and payments must be sent directly to the hotel. All teams will be in the Sheraton Oklahoma City Hotel. The cutoff date for the special rate at both hotels is April 18, 2006. A registration form for the Sheraton Oklahoma City Hotel is enclosed. All other hotel reservations should be made via telephone.

An e-mail will be sent to each State Mock Trial Coordinator with the link to the case materials on the Oklahoma Bar Association's Web site by midnight, March 31. **It is the responsibility of the State Mock Trial Coordinator to provide the correct e-mail address to ensure that you receive the notice of the posting of case materials. Please check the national Web site at www.nationalmocktrial.org for accuracy of your e-mail address, and contact Judy Fitzer to verify your e-mail address.** Only at the request of a State Mock Trial Coordinator will a hard copy of the case material be sent. A request should be made no later than March 17, 2006. Please contact Judy at mtjudy1@sbcglobal.net

The State Mock Trial Coordinator is responsible for ensuring that the teacher sponsor of the state championship team receives this packet and the case materials. If it is necessary for us to send other information after the case mailing, those items will be sent to the state coordinator, and we ask that s/he forward the information to the appropriate state championship team contact person.

Please remember that there will be about a month for your state champion team to prepare for the National Championship, so it is vital that you forward the case materials to the teacher sponsor immediately.

HOTEL ACCOMMODATIONS

NOTE: A hotel reservation form is included in the registration materials for the Sheraton Oklahoma City. **Complete and submit this form to the hotel.**

THE SHERATON IS THE HEADQUARTERS HOTEL. IT IS REQUIRED THAT TEAM MEMBERS STAY AT THE SHERATON.

Sheraton Oklahoma City Hotel

One North Broadway

Oklahoma City, OK 73102

Direct: (405) 235-2780

FAX: (405) 232-8752

Toll Free: (800) 276-7415

Web site: www.sheraton.com/oklahomacity

The Sheraton is located in downtown Oklahoma City, about four blocks from the Oklahoma County Courthouse, 321 Park Avenue, where all trials are held, including the final round.

The room rate is \$109 per night single/double/triple or quad, plus \$15.12 tax; for a total of \$124.12. Check-in is after 3 p.m., and check-out is prior to noon. The hotel features high-speed internet access in all guest rooms and meeting rooms. You are responsible for making your own hotel reservations (a hotel reservation form is included for this purpose). Please mail or fax the original form to the Sheraton. All hotel reservations must be received by April 18. After that date, the hotel will release any rooms remaining in our block. See *Hotel Guidelines*.

Renaissance Oklahoma City Hotel

10 North Broadway

Oklahoma City, OK 73102

Direct: (405) 228-8000

Fax: (405) 228-8080

Web site: www.renaissancehotel.com

The Renaissance Oklahoma City Convention Center Hotel is directly across the street from the Sheraton. No team events will take place at the Renaissance. Guest rooms have high-speed internet access. Team members are required to stay at the Sheraton Hotel. The Renaissance is for judges, board members and other guests and dignitaries.

The room rate is \$124 single/double/triple or quad per night, plus \$16.58 tax, for a total of \$140.58. Check-in is after 3 p.m. and checkout is prior to noon. You are responsible for making your own hotel reservations. All hotel reservations must be received by April 18. After that date, the hotel will release any rooms remaining in our block.

Please remember to request written confirmation of your room reservations, so that any potential problems can be addressed before your arrival in Oklahoma City. Room rates are per night for up to four guests per room. The hotels accept most major credit cards.

HOTEL GUIDELINES

- ▣ Check-in is at 3 p.m., and checkout is at noon. For official team members and observers, check in and out must be handled by the teacher coach or State Mock Trial Coordinator.
- ▣ Schools will be liable for damage to the hotel committed by their official team members or those observers and guests who accompany their team.
- ▣ 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.
- ▣ Be aware of personal safety and security. Keep your guest room doors locked and know where the fire and emergency exits are located on your floor of the hotel. If someone knocks on your door, do not open the door unless you know the person. If the person who knocks indicates that he or she is from the hotel and you have not requested service, call the front desk to confirm the name of the individual.

Ground Transportation

The Oklahoma Bar Association can offer you the use of its Avis Car Rental discount rates if you refer to A674000. The toll-free number for Avis is (800) 831-8000 or www.avis.com. The OBA's discount number for Hertz Car Rental is CDP 0164851. Hertz toll-free is (800) 654-3131 or www.hertz.com.

Airport Express vans are available for the 10-mile trip from the Will Rogers World Airport to both hotels at a very reasonable rate: 1 person - \$15 / 2 people - \$16 or \$6 per person for a group of 3 or more. Vans accommodate up to 7 passengers.

Yellow Cab service is available with a charge of \$18 one way.

All events, including the competition rounds, are within easy walking distance from the hotels.

Airlines

Each team is responsible for making its own travel arrangements. All major airlines serve Will Rogers World Airport.

If you are interested in extending your visit to Oklahoma, please refer to the Oklahoma City Convention and Visitors website at www.okccvb.org for a description of local attractions.

Mock Trial Registration/Information Desk

The information desk will be located on the Second Level of the Sheraton Hotel. Please see the enclosed Schedule of Events for days and hours of operation.

Courthouse

All trials will be held at the ***Oklahoma County Courthouse, 321 Park Avenue, in Oklahoma City.*** Prior to each round of competition, signs will be posted in the lobby of the Sheraton and the Oklahoma County Courthouse identifying the courtroom number in which each team is participating.

Security Plan to arrive at the courthouses between 7:30 - 8 a.m. both competition days. For security purposes it is likely all persons entering the courthouse will have to pass through a metal detector before being allowed access to the building. Please ask your students to make sure they leave all cell phones, pocket knives, etc., in their rooms or at home. These items slow down the entry process into the courthouse and could cause delays in the schedule.

The Courthouse is within easy walking distance of both the Sheraton and the Renaissance hotels.

Trials

All teams will participate in four rounds of competition. Round 1 pairings will be determined by a random draw. Power matching, as described in Rule 5.6, will be applied thereafter. The top two teams will compete in a fifth and final championship round on Saturday. Teams placing first through tenth will be recognized at the Awards Banquet on Saturday, May 13.

Team Code Badges When your team checks in at the Mock Trial Registration-Information Desk, you will be issued team code letters. These code letters (rather than your school name or state) will be used to identify your team during the trials. Team code badges must be worn in the courthouse by all Official Team Members - six to eight students (and timekeeper if the ninth student is your designated timekeeper), teacher sponsor, attorney coach and state mock trial coordinator - at all times.

Team Rosters Team Roster Forms are contained in the mock trial case materials. Pursuant to Rule 3.5 of the Mock Trial Rules of Procedure, teams must exchange copies of the Team Roster Form and copies must be provided to all members of the judging panel prior to the start of each round of competition. Be sure you bring an adequate number of copies of these forms.

Events

All registered participants will be issued badges to wear to various official events. While in the courthouse, however, no one, including students, teacher sponsors, attorney coaches, state coordinators or observers, is permitted to wear anything that would reveal his/her home state or territory. This includes letter jackets or other items of clothing that would reveal his or her home state.

At the onsite registration desk, official team members and observers (students, parents, friends, teachers, attorney coaches, state coordinators, and other persons without official team identification badges) who have pre-purchased tickets will be issued tickets (or wristbands depending on the event) to the following activities. These tickets can only be picked up by the State Mock Trial Coordinator or the official designee.

Pin Exchange	Sheraton Hotel Pavilion	Thursday, May 11
Breakfast	Sheraton Hotel	Friday, May 12
Lunch	Sheraton Hotel	Friday, May 12
RedHawks	Redhawks Ball Park	Friday, May 12
Breakfast	Sheraton Hotel	Saturday, May 13
Lunch	Beacon Club	Saturday, May 13
Awards Banquet & Dance	Cox Convention Center	Saturday, May 13

Admission to these activities will be limited to those individuals who are wearing the wristband “tickets” assigned specifically to each event. Wristbands will be checked at each social event, and **no one** will be granted admission without the assigned wristband to that event. **No exceptions to this policy will be made.** Tickets to the RedHawks baseball game will be issued and are the only way to gain admittance to the ballpark. Wristbands will also be issued for the RedHawks game, and the wristband is required for entry into the buffet line. You must have both the RedHawks ticket and wristband on Friday night.

Reservations must be made and purchased in advance, and payment must accompany the registration materials. All events are within walking distance.

Ticketed Events

Students’ Opening Reception and Pin Exchange Thursday, May 11, Dinner 6 – 7 p.m. Fun and games 7 - 10 p.m. Sheraton Grand Pavilion. A Western-themed event with games and dancing. Official team members and observers are invited to attend (10 tickets are complimentary for official team members, and additional tickets are available for sale). Team pins will be exchanged among the student participants.

Attire: Casual or Western

With regard to team pins, these can be purchased or obtained from your state’s tourism agency or your city’s Chamber of Commerce. This event is generally quite popular, so you should try to include about 500 of the pins in your list of “things to bring.”

Breakfast Friday, May 12, and Saturday, May 13, 7 – 8 a.m., Sheraton Hotel. Official team members and observers are invited to attend (10 tickets for official team members are complimentary, and additional tickets are available for sale).

Lunch Friday, May 12, 11 a.m. – 12:30 p.m., Sheraton Hotel. Saturday, May 13, 11 a.m. - 12:30 p.m., Beacon Club. Official team members and observers are invited to attend (10 tickets for official team members are complimentary, and additional tickets are available for sale).

AT&T Bricktown Ballpark Friday, May 12, Dinner at 5 p.m. Ball game begins at 7:05 p.m. Official team members, observers and judges are invited to attend. This event is hosted by the **Oklahoma RedHawks** Baseball Team and is complimentary to all official team members. Guests and others will be offered tickets at a nominal cost. **GUESTS MUST HAVE OFFICIAL REDHAWKS TICKET TO ENTER and A WRISTBAND TO EAT.** This visit to the Ballpark will include many extra activities for the Mock Trial contingent - one mock trial participant will throw out the first pitch for the game against the **Sacramento River Cats**. Our group will be seated together on the lower level first base line.

Attire: Casual

Awards Banquet “Mock Trial Rides Again” Saturday, May 13, 7 – 9 p.m., Cox Convention Center (directly across the street from both hotels). Official team members, observers and judges are invited to attend (10 tickets for official team members are complimentary, and additional tickets are available for sale). The top ten teams will be recognized and awards will be presented.

Attire: ‘70s Attire or Dressy

Dance The banquet will be followed by a dance at the Cox Convention Center. A **prize** will be awarded for the best ‘70s costume. The dance will end promptly at midnight.

Attire ‘70s Attire

Information about team pictures will be sent to the state coordinator. Pictures will be available for viewing and ordering from the Web site. A schedule for team photos will be included in your onsite materials. **PLEASE NOTE YOUR ASSIGNED TIME. PLAN TO ARRIVE APPROXIMATELY 5 MINUTES BEFORE YOU ARE SCHEDULED.**

Additional Events

The State Coordinators’ Roundtable Thursday, May 11, 1:30 p.m. – 2:30 p.m., Century Ballroom, Sheraton Hotel. State Coordinators are invited to attend this roundtable discussion.

The State Coordinators’ Meeting Thursday, May 11, 2:30 p.m. – 4 p.m., Century Ballroom, Sheraton Hotel. Mock trial teacher sponsors and state coordinators are invited to attend. Bring a special “gift” representing your state to be used for a drawing - the value of the “gift” is only minimal, just a memento. If you have extra copies of your state’s mock trial case, you might bring copies to exchange with other coordinators. However, all cases are available on the national Web site at www.nationalmocktrial.com

Orientation Thursday, May 11, 4:30 p.m. – 5:30 p.m., Century Ballroom, Sheraton Hotel. Mock Trial teacher sponsors, attorney coaches and state coordinators are invited to attend. Last minute changes in the schedule will be announced, written information about the courthouse will be provided, and there will be time for questions and answers. An explanation of the scoring system that will be used throughout the competition will be provided by the National High School Mock Trial Championship’s scoring guru, Larry Bakko.

Hospitality Suites - Renaissance Hotel

Wednesday	May 10	3:00 p.m. - 11:00 p.m.	Room 213 - Threadgill
Thursday	May 11	5:30 p.m. - 11:00 p.m.	Room 213 - Threadgill
Friday	May 12	3:00 p.m. - 5:00 p.m.	Room 213 - Threadgill
Friday	May 12	9:00 p.m. - 11:00 p.m.	Room 213 - Threadgill
Saturday	May 13	4:00 p.m. - 6:30 p.m.	Room 213 - Threadgill
Saturday	May 13	9:00 pm - 12:00 p.m.	Room 213 - Threadgill

Only Mock Trial judges, attorneys, teacher coaches, attorney coaches and state coordinators are invited to attend these hosted events. Beverages and light snacks will be served.

Judges Reception On Friday, May 12, beginning at 5:30 p.m. Presiding Judges, Scoring Judges, and visiting dignitaries are invited to a reception at the Oklahoma City Museum of Art.

National Finalists Announcement Saturday, May 13, 3:45 p.m. (approximate), The Sheraton Hotel Grand Pavilion. Official team members, observers and judges are invited to attend. The two finalists will be announced at approximately 3:45 p.m. Immediately following the announcement, a coin toss will be held to determine sides of the case for the Championship Round governed by the procedure set forth in Rule 5.7.

Championship Round Saturday, May 13, 4 p.m. - 6:30 p.m. (approximate), Oklahoma County Courthouse, Ceremonial Courtroom, 8th Floor. The National Finals judging panel and the championship administrators and their designees are invited to attend. Seating is on a first-come, first-served basis.

Other Information

Practice Rooms Wednesday, May 10, 8 a.m. to 10 p.m. and Thursday, May 11, 6 a.m. to 4 p.m. at the Sheraton Hotel. All registered mock trial teams are invited to reserve space. A form is included in the registration materials. On the form, please indicate your first, second and third choices for practice times. We will attempt to accommodate every team's first choice, but space will be reserved on a first-come, first-served basis. Neither the host state nor the NHSMTC, Inc. Board has a policy concerning scrimmages. Teams that choose to scrimmage do so at their own discretion. The schedule for use of practice rooms will be posted at the Mock Trial Registration/Information Desk and included in your on-site packets.

Judges Only judges with **prior mock trial experience** will be allowed to participate in the National Championship. You are encouraged to invite qualified individuals from your state to attend. The Judge Volunteer Form is available at the Oklahoma Bar Association's Web site - www.okbar.org/nationalmocktrial. The information required on the form may be e-mailed to Judy Fitzer at mtjudy1@sbcglobal.net or mailed. Note that an **E-mail address is required** as information will be sent to volunteer judges and attorneys through their E-mail.

Shirts Please refer to the order form enclosed in the registration materials. T-Shirts that are pre-ordered and pre-paid will be included in the packets to be distributed to your team at registration. T-shirts will also be on sale throughout the competition at the Mock Trial Registration/Information Desk. You are encouraged to order in advance to ensure that the sizes you want are available.

A Few Words about Oklahoma City Oklahoma City is the capital and the largest city of the state of Oklahoma. The city's name is often abbreviated as Okla City or Will Rogers World Airport's IATA code, OKC. Non-Oklahomans often refer to Oklahoma City as "Oak City," but locals do not use this name. Oklahoma City was founded during one of the largest land runs in the nation on April 22, 1899. The National Cowboy & Western Heritage Museum is located in Oklahoma City. The Bricktown Entertainment District in downtown Oklahoma City is one of the city's most popular destinations and in easy walking distance from both the Sheraton Oklahoma City Hotel and the Renaissance Hotel. Bricktown is also the location of the AT&T Bricktown Ballpark (aka, the Brick) and the navigable Bricktown Canal. There is additional information easily accessed at http://en.wikipedia.org/wiki/Oklahoma_City.

If You Have Any Questions All inquiries must be sent to your State Mock Trial Coordinator who then should contact via E-mail mtjudy1@sbcglobal.net. Only State Coordinators may contact the Oklahoma National Mock Trial Task Force.

SCHEDULE OF EVENTS

Wednesday, May 10, 2006

Arrival of teams, judges and coordinators

8:00 am - 10:00 pm

Practice rooms available at the Sheraton Hotel

3:00 pm - 11:00 pm

Hospitality Suite at the Renaissance (judges, attorneys, teachers and state coordinators are invited)

Thursday, May 11, 2006

Arrival of teams, judges and coordinators

9:00 am - 1:00 pm

Board of Directors Meeting, NHSMTC, Inc.
Renaissance Room 14 (working lunch provided)

6:00 am - 4:00 pm

Practice rooms available at the Sheraton Hotel

12:00 pm - 6:00 pm

Registration at the Sheraton Hotel (check in is required, team codes to be assigned) **LAST DAY TO BUY TICKETS FOR THE SATURDAY NIGHT BANQUET – NO EXCEPTIONS**

1:30 pm - 2:30 pm

Mock Trial Coordinators Roundtable
Sheraton Hotel (Century Ballroom)

2:30 pm - 4:00 pm

Mock Trial Coordinators Meeting
Sheraton Hotel (Century Ballroom)

4:30 pm - 5:30 pm

Orientation Meeting - Sheraton Hotel (Century Ballroom)
State Coordinators, Teachers & Observers

6:00 pm - 10:00 pm

Students Opening Reception
Sheraton Hotel Grand Pavilion
Dinner will be served from 6:00 pm – 7:00 pm
Fun and Games from 7:00 pm - 10:00 pm
Western theme event with games and dancing

5:30 pm - 11:00 pm

Hospitality Suite at the Renaissance (judges, attorneys, teachers and state coordinators are invited)

Friday, May 12, 2006

7:15 am	Postings for Round 1 Registration/Information Desk, Sheraton Hotel and Courthouse
7:00 am - 8:00 am	Breakfast for Team Members and Observers Sheraton Hotel
7:30 am - 8:30 am	Breakfast and Orientation for Judges and Courthouse Volunteers Courthouse Annex (Jury Assembly Room – 5 th Floor)
7:30 am - 6:00 pm	Registration/Information Desk Sheraton Hotel
8:30 am - 11:00 am	Round 1 of Competition Oklahoma County Courthouse
11:00 am - 12:30 pm	Lunch Sheraton Hotel
11:45 pm - 12:45 pm	Lunch and Orientation for Judges and Courthouse Volunteers Courthouse Annex (Jury Assembly Room – 5 th floor)
12:45 pm	Postings for Round 2 Registration/Information Desk, Sheraton Hotel and Courthouses
1:00 pm - 3:30 pm	Round 2 of Competition Oklahoma County Courthouse
3:00 pm - 5:00 pm	Hospitality Suite at the Renaissance (judges, attorneys, teachers and state coordinators are invited)
5:00 pm - 10:00 pm	Team Activity and Dinner Oklahoma Redhawks Baseball Game Dinner at ballpark at 5:00 Game starts at 7:05 (a lucky student will throw out the first pitch)
5:30 pm - 8:30 pm	Judges Reception Oklahoma City Museum of Art – galleries will be open
9:00 pm - 11:00 pm	Hospitality Suite at the Renaissance (judges, attorneys, teachers and state coordinators are invited)

Saturday, May 13, 2006

- 7:15 am **Postings for Round 3**
Registration/Information Desk, Sheraton Hotel
and Courthouse
- 7:00 am - 8:00 am **Breakfast for Team Members and Observers**
Sheraton Hotel
- 7:30 am - 8:30 am **Breakfast and Orientation for Judges and
Courthouse Volunteers**
Courthouse Annex (Jury Assembly Room – 5th Floor)
- 7:30 am - 6:30 pm **Registration/Information Desk**
Sheraton Hotel
- 8:30 am - 11:00 am **Round 3 of Competition**
Oklahoma County Courthouse
- 11:00 am - 12:30 pm **Lunch**
Beacon Club
- 11:45 pm - 12:45 pm **Lunch and Orientation for Judges and
Courthouse Volunteers**
Courthouse Annex (Jury Assembly Room – 5th floor)
- 12:45 pm **Postings for Round 4**
Registration/Information Desk, Sheraton Hotel
and Courthouses
- 1:00 pm - 3:30 pm **Round 4 of Competition**
Oklahoma County Courthouse
- 3:45 pm **Announcement of National Finalists**
Sheraton Hotel (Grand Pavilion)
- 4:00 pm - 6:30 pm **Championship Round**
Courthouse – Ceremonial Courtroom 8th Floor
- 4:00 pm - 6:30 pm **Hospitality Suite** at the Renaissance (judges, attorneys,
teachers and state coordinators are invited)
- 7:00 pm - 9:00 pm **Awards Banquet - “Mock Trial Rides Again”**
Cox Convention Center (across the street from the
Sheraton)
- 9:00 pm - Midnight **Dance** ('70s theme – prize for best costume)
Cox Convention Center
- 9:00 pm - Midnight **Hospitality Suite** at the Renaissance (judges, attorneys,
teachers and state coordinators are invited)

Sunday, May 14, 2006

- 8:00 am - 12:00 pm **Registration/Information Desk**
Sheraton Hotel
Ballots will be available for pick up by coordinators



REGISTRATION CHECK LIST

Registration Materials Due April 7

Check	Date Completed
_____ Read registration materials completely	_____
_____ Complete official team registration form	_____
_____ Complete team observer registration form	_____
_____ Make hotel reservations (see form provided by hotel)	_____
_____ Complete transportation information form	_____
_____ Complete state coordinator event registration form	_____
_____ Complete team event registration form	_____
_____ Complete T-shirt order form	_____
_____ Complete payment form	_____
_____ Complete media interest form	_____
_____ Complete practice room reservation form (teams that choose to scrimmage do so at their own discretion)	_____
_____ Complete Code of Ethical Conduct (students must also sign form)	_____
_____ Have check(s) cut for registration fee, tickets and t-shirts ordered (Registration fee + official event and t-shirt order form payment + optional event order form payments)	_____

All checks payable to
Oklahoma Bar Association

*Mail to: Judy Fitzer, Oklahoma Task Force Coordinator
2803 Fisher Road ■ Edmond, OK 73013-6115*



OFFICIAL TEAM REGISTRATION

(Submitted by State Coordinator)

Registration Fee \$300 ■ Payable to OBA (see payment form) ■ Due April 7, 2006

State _____ State Mock Trial Coordinator _____

Phone _____ Cell _____ Fax _____

Organization _____ Attending yes no

Address _____

E-mail (indicate if home or business) _____

Please include names of coaches and indicate whether attending.

School _____ Address _____

Teacher Coach _____ Attending yes no

Phone _____ Cell _____ Fax _____

E-mail (school) _____ (home) _____

Attorney Coach _____ Attending yes no

Phone _____ Cell _____ Fax _____

E-mail (office) _____ (home) _____

Names of Official Team Members: (Print Clearly)

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ (timekeeper only)

NOTE: The 9th student is optional and may only serve as timekeeper for **ALL** rounds and is NOT included in team events tickets.

If ADA assistance is requested, please describe what is needed:

Return form/Questions: Judy Fitzer, Oklahoma Task Force Coordinator
2803 Fisher Road ■ Edmond, OK 73013-6115
405-348-1632 ■ Fax: 405-348-1632 ■ mtjudy1@sbcglobal.net



TEAM OBSERVER REGISTRATION FORM

State _____

Name of person submitting this form _____

Team observers are students and/or adults accompanying the official team who are playing no active role in the competition rounds. Team observers are welcome to participate in the scheduled events related to the competition, **but they must register and pay for events that are complimentary to the official team members.** (Duplicate this form if needed)

	Teacher Sponsor	Attorney Coach	Student	Other
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sheraton Oklahoma City Hotel
One North Broadway
Oklahoma City, OK 73102-9220
405-235-2780 * FAX 405-232-8752

National High School Mock Trial Championship
Team Hotel Form

Reservations are made directly with the Sheraton

(Also mail a copy to Judy Fitzer)

Post As: <u>Natl. Mock Trial Championship</u> Team Name, Address & Phone _____ _____ _____	Person Completing Form: _____ Date Submitted: _____	Group Contact: <u>Craig Combs, OBA</u> Convention Service Mgr. <u>Marie Stapp</u> marie.stapp@ihroc.com 405.272.0369 - Fax
Method of Payment: <input type="checkbox"/> Personal Check # _____ <input type="checkbox"/> Credit Card # _____ <input type="checkbox"/> Person Responsible: _____		Reservations Entered by (office use only) Name _____ Date _____
<p><i>All rooms must be guaranteed with a Credit Card. (At check-in an alternative method of payment may be presented)</i></p> <p style="text-align: right;"><i>Reservations Cut-Off Date - April 18, 2006 - 11:59 pm</i></p> <p style="text-align: right;"><i>Duplicate as needed</i></p>		

R o o m	First & Last Name	Arrival Date	Time of Arrival	Bed Options Double or King *	Circle One Student / Adult
1	1. _____	_____	_____	Double King	S A
	2. _____	_____	_____	Double King	S A
	3. _____	_____	_____	Double King	S A
	4. _____	_____	_____	Double King	S A
2	1. _____	_____	_____	Double King	S A
	2. _____	_____	_____	Double King	S A
	3. _____	_____	_____	Double King	S A
	4. _____	_____	_____	Double King	S A
3	1. _____	_____	_____	Double King	S A
	2. _____	_____	_____	Double King	S A
	3. _____	_____	_____	Double King	S A
	4. _____	_____	_____	Double King	S A
4	1. _____	_____	_____	Double King	S A
	2. _____	_____	_____	Double King	S A
	3. _____	_____	_____	Double King	S A
	4. _____	_____	_____	Double King	S A
5	1. _____	_____	_____	Double King	S A
	2. _____	_____	_____	Double King	S A
	3. _____	_____	_____	Double King	S A
	4. _____	_____	_____	Double King	S A
6	1. _____	_____	_____	Double King	S A
	2. _____	_____	_____	Double King	S A
	3. _____	_____	_____	Double King	S A
	4. _____	_____	_____	Double King	S A

*Bed types can be requested, but not guaranteed.



TRANSPORTATION INFORMATION

State: _____

Name & title of person submitting this form: _____

Airline: _____

Flight Number: _____ Scheduled **arrival** date & time: _____

Scheduled **departure** date & time: _____

Number of persons on this flight: _____

This number includes:

_____ State coordinator or designee

_____ Attorney coach(es)

_____ Number of team members

_____ Number of observers

_____ Judges/State Mock Trial Committee Members/State Task Force Members

If other attendees from your state are arriving on separate flights, please duplicate this form and complete. This information helps the hotel have sufficient staff on duty at peak times.

Other Transportation:

Private Transportation - Yes No (Circle one)

*Return form/Questions: Judy Fitzer, Oklahoma Task Force Coordinator
2803 Fisher Road ■ Edmond, OK 73013-6115
(405)348-1632 ■ Fax: (405) 348-1632 ■ mtjudy1@sbcglobal.net*



EVENT REGISTRATION FORM

STATE COORDINATOR

State: _____ State Coordinator: _____

If State Coordinator is not attending, designee is _____

NOTE: Tickets ordered on this form will be included separately in each state's registration packet upon arrival.

Complimentary Ticket (1 ticket for State coordinator or designee) (Team tickets on separate form.)

- # 1 Students' Opening Reception - Pin Exchange Thursday, May 11
- # 1 Breakfast Friday, May 12
- # 1 Lunch Friday, May 12
- # 1 RedHawks Friday, May 12
- # 1 Breakfast Saturday, May 13
- # 1 Lunch Saturday, May 13
- # 1 Awards Banquet Saturday, May 13

I would like to order additional tickets for visiting judges, attorneys and dignitaries.

- # _____ x \$15 = _____ * Students Opening Reception Thursday, May 11
 - # _____ x \$10 = _____ Breakfast Friday, May 12
 - # _____ x \$ 8 = _____ Lunch Friday, May 12
 - # _____ x \$20 = _____ RedHawks Friday, May 12
 - # _____ x \$10 = _____ Breakfast Saturday, May 13
 - # _____ x \$14 = _____ Lunch Saturday, May 13
 - # _____ x \$30 = _____ Awards Banquet Saturday, May 13
- *(include these totals on the payment form)

No Awards Banquet tickets will be sold after Thursday, May 11 - NO EXCEPTIONS
 Reservations for official team members must be made in advance. Additional tickets must be reserved and paid for in advance. If additional tickets are available, they will be sold at the Mock Trial Registration/Information Desk. Sales will be on a first-come, first-serve basis.



EVENT REGISTRATION FORM

TEAM + FAMILY MEMBERS + TEACHER AND/OR ATTORNEY COACHES

State: _____ State Coordinator: _____

NOTE: Tickets ordered on this form will be included separately in each state's registration packet upon arrival.

Complimentary Tickets (maximum of 10: 8 team members, 1 teacher coach, 1 attorney coach) State Coordinator's ticket is on a separate form.

- # 10 Students' Opening Reception - Pin Exchange , Thursday, May 11
- # 10 Breakfast Friday, May 12
- # 10 Lunch Friday, May 12
- # 10 RedHawks Friday, May 12
- # 10 Breakfast Saturday, May 13
- # 10 Lunch Saturday, May 13
- # 10 Awards Banquet Saturday, May 13

I would like to order additional tickets for family members, teachers and/or attorney coaches.

- # _____ x \$15 = _____ * Students Opening Reception Thursday, May 11
- # _____ x \$10 = _____ Breakfast Friday, May 12
- # _____ x \$ 8 = _____ Lunch Friday, May 12
- # _____ x \$20 = _____ RedHawks Friday, May 12
- # _____ x \$10 = _____ Breakfast Saturday, May 13
- # _____ x \$14 = _____ Lunch Saturday, May 13
- # _____ x \$30 = _____ Awards Banquet Saturday, May 13

** (include these totals on the payment form)*

No Awards Banquet tickets will be sold after Thursday, May 11 - NO EXCEPTIONS

Reservations for official team members must be made in advance. Additional tickets must be reserved and paid for in advance. If additional tickets are available, they will be sold at the Mock Trial Registration/Information Desk. Sales will be on a first-come, first-serve basis.



SHIRT ORDER FORM

STATE: _____ TEAM: _____

Name of Person Submitting this Form: _____

[Check www.okbar.org/nationalmocktrial later for illustration of shirt designs]

SHIRT A:

Small	# _____	@ \$15 each	=		\$ _____
Medium	# _____	@ \$15 each	=		\$ _____
Large	# _____	@ \$15 each	=		\$ _____
XL	# _____	@ \$15 each	=		\$ _____
XXL	# _____	@ \$15 each	=		\$ _____
XXXL	# _____	@ \$15 each	=		\$ _____

SHIRT B:

Small	# _____	@ \$15 each	=		\$ _____
Medium	# _____	@ \$15 each	=		\$ _____
Large	# _____	@ \$15 each	=		\$ _____
XL	# _____	@ \$15 each	=		\$ _____
XXL	# _____	@ \$15 each	=		\$ _____
XXXL	# _____	@ \$15 each	=		\$ _____

TOTAL DUE \$ _____ *

(*include this amount on the *PAYMENT FORM*)

All ordered items will be available with your registration materials on arrival at check-in at the Mock Trial Registration/Information Desk.



PAYMENT FORM

STATE: _____ TEAM: _____

REGISTRATION FEE **\$300.00**

EVENTS - STATE COORDINATOR FORM

Students Opening Reception - Thursday, May 11	\$ _____
Breakfast - Friday, May 12	\$ _____
Lunch - Friday, May 12	\$ _____
RedHawks - Friday, May 12	\$ _____
Breakfast - Saturday, May 13	\$ _____
Lunch - Saturday, May 13	\$ _____
Awards Banquet - Saturday, May 13	\$ _____

EVENTS - TEAM + FAMILY MEMBERS + TEACHER AND/OR ATTORNEY COACHES

Students' Opening Reception - Thursday, May 11	\$ _____
Breakfast - Friday, May 12	\$ _____
Lunch - Friday, May 12	\$ _____
RedHawks - Friday, May 12	\$ _____
Breakfast - Saturday, May 13	\$ _____
Lunch - Saturday, May 13	\$ _____
Awards Banquet - Saturday, May 13	\$ _____

SUBTOTAL \$ _____

T-shirts (amount from shirt order form) \$ _____

SUBTOTAL \$ _____

TOTAL ENCLOSED \$ _____

All checks payable to
Oklahoma Bar Association

*Mail to: Judy Fitzer, Oklahoma Task Force Coordinator
2803 Fisher Road ■ Edmond, OK 73013-6115*



MEDIA INTEREST FORM

Is there something special about your team, a team member or team members that might interest news media?

Examples:

- all team members are from the same family
- a team member overcame a great challenge to compete
- your team is traveling the greatest distance to compete
- your team includes two sets of twins

If so, please explain.

Contact person prior to the event:

Cell phone number:

E-mail address:

Contact person during the event:

Cell phone number:

***Return this form with your registration materials or
e-mail OBA Public Information Director Carol Manning
carolm@okbar.org***



PRACTICE ROOM RESERVATION FORM

State: _____

Name of Person Submitting this Form: _____

Title: _____

Our team would like to reserve practice rooms for the following time slots.
List by preference from 1 (Most Preferred) to 3 (Least Preferred)

WEDNESDAY, MAY 10		THURSDAY, MAY 11	
8:00 am - 10:00 am		6:00 am - 8:00 am	
10:00 am - 12:00 pm		8:00 am - 10:00 am	
12:00 pm - 2:00 pm		10:00 am - 12:00 pm	
2:00 pm - 4:00 pm		12:00 pm - 2:00 pm	
4:00 pm - 6:00 pm		2:00 pm - 4:00 pm	
6:00 pm - 8:00 pm			
8:00 pm - 10:00 pm			

- Submit this form with Registration Forms
- If you must add or change your practice room schedule, please have your state coordinator E-mail your request to mtjudy1@sbcglobal.net
- Please avoid changes if at all possible. NO changes can be made after May 1
- All practice rooms are located at the host hotel - Sheraton Oklahoma City
- **Neither the host state nor the NHSMTC, Inc. Board has a policy concerning scrimmages. Teams that choose to scrimmage do so at their own discretion.**

ATTACHMENT A

OKLAHOMA COUNTY DISTRICT COURT RULES RELEVANT TO MOCK TRIAL PROGRAM

RULE NO. 36 WEAPONS PROHIBITED:

No person shall carry a firearm or other weapon in any courtroom of the 7th and 26th Judicial Districts without prior approval of the assigned Judge, except for law enforcement officers. This rule excludes officers who are appearing as a named party in pending litigation.

RULE NO. 39 COURTROOMS - USE OF:

A. The use of tobacco, food or candy, in any form, by anyone, at any time, in any of the courtrooms is forbidden. Beverages with covers may be allowed at the discretion of the trial judge.

RULE NO. 40 COURTROOM CONDUCT:

As members of the Bar, lawyers owe duties of professionalism to their clients, opposing parties and their counsel, the courts and other tribunals, and the public as a whole. Those duties include among others: civility, professional integrity, personal dignity, candor, diligence, respect, courtesy, cooperation, and competence. Your personal appearance and conduct in the courtroom is visible evidence of your respect for the rule of law and the administration of justice. Lawyers shall conduct their business before the Court in an appropriate and professional manner at all times, and shall extend courtesy and civility toward the opposing counsel, the Court and the members of the Court’s staff.

The following guidelines are provided to counsel for proper courtroom decorum:

1. Cell phones and pagers shall not be audible.
2. Remove hats and topcoats before entering the courtroom.
3. Stand when talking to or being addressed by the judge.
4. Make certain that the Court file in your matter is available for benefit of the judge as needed.
5. Do not sit on the counsel table, rail, or the arms of the chairs.
6. Do not approach the bench or a witness unless permission is obtained or you are invited to do so.
7. Examine witnesses and jurors in a manner so that the judge, reporter and all concerned may properly hear. Do not needlessly or aimlessly walk about, but at all times preserve a dignified appearance, examining and cross examining witnesses from the podium.
8. When the exclusionary rule is requested, counsel shall maintain a lookout over the courtroom to see that none of the witnesses unknowingly violate the rule.
9. Avoid personal references to opposing counsel.
10. Address arguments to the judge or jury and not opposing counsel.
11. Treat all jurors, witnesses and Court personnel in a friendly but impersonal manner, irrespective of actual personal relationships.
12. When your business in Court is finished, depart quietly if you wish to retire. It is unnecessary to ask to be excused when your business is completed.
13. All attorneys shall wear appropriate attire. Men shall wear coats and ties. Women shall wear professional attire, i.e.: conservative dresses, suits and pantsuits. Appropriate attire for attorneys does not include jeans, warm-ups, jogging suits, sweats, shorts or other casual or athletic clothing, including athletic shoes. Accommodations will be made for persons with disabilities on notice to the court.