



SCHOOL OF
LAW
MOOT COURT BOARD

MEMBERSHIP INFORMATION & APPLICATION PACKET

September 12, 2011

Dear Moot Court Board Applicant:

Thank you for your interest in becoming a member of the Seattle University School of Law Moot Court Board. We are currently accepting membership applications from first- and second-year law students.

The Moot Court Board organizes and hosts all moot court and mock trial events at the law school. The Board has two primary goals: (1) assisting all law students with developing superior oral and written advocacy skills by providing venues for competition, and (2) enhancing the school's national reputation through strong performances in regional and national competitions. The Board typically conducts three or four in-house competitions at Seattle University each semester.

The Moot Court Board is organized into several committees. Board members are generally assigned to two committees each semester. Each in-house competition committee is responsible for administering all aspects of a particular competition. Committee member duties include preparing competition problems, recruiting local practitioners to serve as judges, and coordinating logistics with competitors, judges, bailiffs, and facilities. Regional competition committees assist the school's regional and national competitors, and duties often include obtaining practice rooms and judges and arranging travel logistics. The Board creates miscellaneous committees as needed to complete special projects, such as maintaining our judge database, drafting competition problems, managing the new member application process, planning the annual Moot Court Board banquet, and more. Moot Court Board members may (and often do) compete in Moot Court competitions, but members are not required to do so.

If you are invited to join the Board, it is important you be aware of the work and time commitment should you accept. Board members are expected to fulfill their Board responsibilities from the time they are selected until graduation. Members are required to attend short Board meetings every other week (unless excused for school or work conflicts). In addition, members assigned to in-house committees are required to be present during the actual competition, which usually occurs on Friday nights and Saturdays.

This packet contains everything you will need to apply for Board membership. The following two pages contain a brief description of the application process. Following that is the new member application, which includes the information form, the participation report, and the application essay page.

APPLICATIONS ARE DUE BY 6:00 PM ON THURSDAY, SEPTEMBER 22. Late applications **will not** be considered. Applications must be placed in the red Moot Court Board lockbox, located at the end of the hallway behind the Courtroom on the 1st floor of Sullivan Hall.

For more information, we encourage you to visit http://law.seattleu.edu/Academics/Moot_Court.xml. If you have any questions, please contact the New Member Committee Co-Chairs at the email addresses listed below. We welcome your application and look forward to meeting you. Good luck!

Sincerely,

Kathleen Pennington
Co-Chair, New Member Committee
penning2@seattleu.edu

James (Jamie) Corning
Co-Chair, New Member Committee
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APPLICATION PROCESS AND CRITERIA

Please read this page carefully – it summarizes and explains the application & selection process.

The application process is confidential. Until the interview, only the New Member Committee Co-Chairs will have access to applicants' names. The number of applicants will be disclosed only to the Board and not to members of the student body. Names of applicants not invited to join the Board will not be announced to either members of the Board or the student body.

Applicants will be selected based on the number of points earned in the application process. Points are awarded in three ways: (1) an application essay score of up to thirty (30) points, based on responses to the questions contained in the application; (2) an interview score of up to (30) points, based on a personal interview with members of the Board; and (3) a participation score of up to (15) points, based on participation as a bailiff, witness, or competitor in Moot Court competitions.

Applicants will be grouped and ranked separately based on class year (1Ls and 2Ls) to ensure that the participation score does not give 2Ls a disproportionate advantage (given the extra year in which they could have earned participation points). Within each class group, the applicants who receive the highest total number of points will be invited to join the Board. The exact number of available Board positions has not yet been set.

Applicants may receive points for participating in all Moot Court Board events that occur before new Board members are selected.

- 1. Application Essay Score.** Application essays will be scored *anonymously* by all current Board members on a scale of zero (0) to thirty (30), based on standardized criteria set by the Board's Executive Committee. Each applicant's individual essays scores from each Board member will be averaged together, resulting in the application essay score. All applicants who receive an application essay score of fifteen (15) points or greater will be invited to participate in an in-person interview.
- 2. Interview Score.** Qualified applicants will be interviewed by a panel consisting of the two New Member Committee Co-Chairs and four other Board members. Each panel member will score the interview on a scale of zero (0) to thirty (30) based on standardized criteria set by the Board's Executive Committee. The six interview scores from each panel member will be averaged together for each applicant, resulting in the interview score. Applicants who receive an interview score of less than fifteen (15) points will not be invited to join the Board, regardless of their application's point total.
- 3. Participation Score.** Each applicant will be awarded one point (up to a maximum of fifteen [15] points) for each round of participation as a bailiff, competitor, or witness in any Moot Court competition (including the 1L Mock Trial competition last Spring). ***Participation in the Fall Mock Trial (as either a bailiff, competitor, or witness) will be counted.*** Applicants will have the opportunity (and will be prompted) to update their participation scores throughout the application process. Scores must be finalized by the last day of new member interviews. Applications with incomplete information on the participation log (e.g., a blank "Hours" column) will be awarded zero (0) points for that competition.

Please note that applications with missing information, including signature, will not be considered.

The New Members Committee Co-Chairs will be in contact with each applicant via email throughout the selection process to inform applicants at each step whether they have qualified to proceed to the next step in the selection process. ***Please be sure to provide an email address that you check regularly.***

INSTRUCTIONS

FILLING OUT THE APPLICATION

The new member application (the next three pages) is a PDF form that can be filled out using your computer. Please complete it electronically – **do not print it out/complete it by hand**. If you have difficulty completing the form or using Adobe Acrobat, please contact the New Member Committee Co-Chairs, whose contact information can be found on the front page of this packet.

APPLICATION COVER SHEET

Please fill out all fields. Make sure to provide an e-mail address that you check regularly.

PARTICIPATION LOG

On the sheet provided, list each Seattle University Moot Court or Mock Trial competition in which you have participated. Next to each event, list whether you participated as a competitor, witness, or bailiff. For each event, please indicate the number of rounds in which you participated.

ESSAY QUESTIONS

Complete your responses to the essay questions using the PDF form provided. Do not use extra pages – they will be discarded. Your responses must fit into the space provided; do not adjust margins or font size. Please answer each question to the best of your ability. Quality is preferred over quantity; essay answers with specific details are more helpful in evaluating an applicant than generic answers. **Do not include your name or any other information that would overtly identify you (e.g. special or unique experiences/positions that would be easily recognizable)**. Please use your best judgment; the application essay process is anonymous, and we take that seriously. Applicants who violate this rule may lose points or be disqualified.

SUBMITTING THE APPLICATION

Once you have completed the PDF application, print it out. Do not print the first three pages of this file (the cover letter, application process explanation, or this instruction page). Your completed application consists solely of the application cover sheet (pg. 4), the participation sheet (pg. 5), and your essay responses (pg. 6). All three pages must be stapled together at the time of submission.

Turn your application in at the **RED MOOT COURT BOARD LOCK BOX BY 6:00 P.M. ON THURSDAY, SEPTEMBER 22, 2011**. The lockbox will be located at the end of the hallway that runs behind the Courtroom (Sullivan Hall, 1st floor). Late applications will NOT be considered.

QUESTIONS

If you have questions, please ask! We want to make sure you have everything you need when completing your application. Please e-mail the New Member Committee Co-Chairs, whose contact information can be found on the first page of this application.

APPLICATION COVER SHEET

APPLICANT INFORMATION

NAME:

EMAIL:

HOME PHONE:

MOBILE PHONE:

CLASS YEAR (CHECK ONE): 1L 2L

EXPECTED GRADUATION DATE:

I hereby certify that all of the information contained within this application is true and correct to the best of my knowledge.

Signature *[type your name]*

Date

MOOT COURT BOARD USE ONLY ESSAY #: _____
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