

San Mateo County Mock Trial

General Check List for the Teacher Advisor

October & November

- _____ Select team.
- _____ Go over code of ethics.
- _____ Access case at [CRF website](#). Inform team of code.
- _____ Access forms from [this website](#).
- _____ Register school at CRF website.
- _____ Make sure each student registers at CRF website.
- _____ Begin working on case and team-building.
- _____ Set up scrimmages for December and/or January.
- _____ ***Turn in Entry Fee to the right person at school so it can be paid by the deadline, November 14. Mail check for \$335 made out to "San Mateo County Mock Trial" to Greg Jouriles, 1300 Palos Verdes Dr., Apt. 9, San Mateo CA 94403***
- _____ Contact parents, others at school, make sure everyone gets competition schedule so there are no conflicts of interest come late January. If there are conflicts, try to resolve them.
- _____ Distribute and collect permission slips.
- _____ Check errata on CRF website.
- _____ Get exhibits made.

December & January

- _____ Get into serious practices and preparation; don't forget fun and learning.
- _____ Begin scrimmages.
- _____ Make sure the final configuration of competition team signs the Code of Ethics form.
- _____ Create and produce copies of nomination sheets.
- _____ Make sure bailiff and clerk have enough Timesheets, copies of Rules, Team Roster/Nomination sheets, etc.
- _____ ***Prepare for first night. See [First Night Checklist](#).***
- _____ Check errata on CRF website. Do this throughout the competition.

January & February

- _____ Enjoy competitions, keep kids healthy and loose, use debriefs to improve student performance, learning, and enjoyment

March & April

- _____ Attend the Advisors' Debriefing session.
- _____ Select the students who will attend the Law Day Luncheon.
- _____ Arrange with school for students to be released for the Law Day Luncheon and attend the luncheon yourself.