

**American Bar Association  
Law Student Division**

**Client Counseling Competition**

**Host School  
Checklists to Run a  
Successful  
Regional  
Competition**

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# **TWO TO THREE MONTHS BEFORE THE REGIONAL**

## **DECIDE WHERE THE COMPETITION WILL BE HELD**

The competition may be held at a law school, a local law firm, or a local hotel. Basically, you will need:

- sufficient competition rooms for each round (generally 12 teams compete in each regional competition, so 12 rooms are needed for the preliminary rounds, three rooms are needed for the semifinal round and one room is needed for the final round);
- team orientation room to entertain coaches' and teams' questions;
- a room or area where judges check in, are given an orientation, and where they can gather before, after, and between rounds (this room should be off-limits to coaches and teams and should be geographically separate from the coaches' and team areas—either down the hall or on a different floor);
- a room or area where clients check in and are given an orientation and where they can gather before, after, and between rounds (this room should be off-limits to coaches and teams and should be geographically separate from the coaches' and team areas—either down the hall or on a different floor). It can be the same room as the judges, or adjacent to that room.
- a desk or table in the judges' room or area to be staffed all day to answer judges' questions;
- a room or lobby area for teams where refreshments can be set up all day (separate from the judges' room); and
- a tabulation room (off limits to all judges, coaches, and teams);

You should also consider how the location will affect the availability of judges and clients. Consider the availability of parking facilities, and remember that special arrangements may be needed to ensure safe access to vehicles since the rounds will occur on the weekend.

If you decide to use a law school, make arrangements with the scheduling authority to reserve the classrooms for the competition. Get written confirmation. This should be done well in advance to avoid any scheduling conflicts. If possible, make arrangements for the Final Round to be videotaped for the benefit of those competing.

## **FIND HOTEL ACCOMMODATIONS**

Contact several local hotels about prices (double occupancy) and room availability for the day before, the actual day of the regional competition, and the day after the competition. Most schools are on a tight budget so anything you can do to keep costs down will be greatly appreciated. Block a number of rooms and reserve them for the competition and attempt to keep the reservation available for several weeks to allow all participants to have time to call and make their reservations.

## **SCHEDULING EACH ROUND**

Your competition may, at the election of the host school, be held over two days or entirely in one day. Once the format has been selected by the host school, the schedule for each round of the competition **MUST** follow the schedule set out herein at page \_\_\_\_.

## **OBTAIN ADDRESS LISTS FOR POTENTIAL JUDGES**

The task of soliciting judges for the competition is usually the most time consuming. The host school should make every effort to have two (2) attorneys in each room, preferably who have had prior experience with or who are familiar with, the ideals of the counseling competition and to have one (1) person on the panel with a strong background in one of the counseling professions (i.e. counselor, psychologist, etc). You need three (3) judges total (with one being a counselor) in each room. Although it may be difficult to get three (3) judges per room and may only have two (2), you do NOT want more than three (3) judges per room. You must secure judging panels for all three (3) preliminary rounds, the semifinal round and the final round. Please see Article 12 in the Rules and Standards for Judging for more detail.

Your alumni office or a local bar association can provide you with a list of practicing attorneys in your area. Also, Martindale-Hubble is an excellent way to find judges for the competition. Your school's faculty and its alumni office are great resources. Finally, you can contact the ABA Law Student Division and ask them to send a message on your behalf to ABA member attorneys in your area. To find qualified counselors for the judging in the final round, contact local counseling services, school counselors, local area ministers, and the like.

#### **OBTAIN ADDRESS LISTS FOR POTENTIAL CLIENTS**

Host schools are also responsible for selecting persons to play the client roles for each preliminary round, the semifinal round and the final round of the competition. Local theater companies or university drama clubs can provide actors for these roles. Family members of law students can be used, but it is best to avoid using law students, if possible. (Note that under the rules of the competition, if the host school is represented in the championship round, a law student from the host law school cannot act as a client or the host team must forfeit.) For full rules, please see Rules and Standards for Judging, available on the ABA Law Student Division Client Counseling Competition Competitors Page. All participating schools will be provided with the exact URL after submitting their entry form.

#### **PRINT SOLICITATION/INVITATION LETTERS AND RESPONSE CARDS/SHEETS**

Draft solicitation/invitation letters that can be sent to local attorneys and judges. A sample is included as Exhibit A.

Also, if you plan to include a response card, you may want to order these now. A sample is included as Exhibit B.

If you choose to use a response sheet to be faxed to you or to provide an e-mail response, you may also want to print these now. This choice will cut down on costs. A sample is included as Exhibit C.

# TWO TO THREE MONTHS BEFORE REGIONAL COMPETITION CHECKLIST:

- Contact local hotels and reserve a block of rooms
- Reserve competition rooms either at your school or at a local hotel
- Obtain address list for potential judges for preliminary, semifinal and final rounds
- Obtain address list for potential clients
- Print solicitation/invitation letters
- Print response cards or response letters

# **SIX WEEKS TO ONE MONTH BEFORE THE COMPETITION**

## **SEND COMPETITION INFORMATION LETTER TO COMPETING SCHOOLS**

You should send all relevant information concerning the competition to the contact person of each participating team assigned to your region. Also, send a copy to Peggy Pissarreck, Assistant Director of the ABA Law Student Division. The letter needs to include the following information and attachments:

- the name, address, e-mail, and phone number of your school's contact person for the competition;
- the exact date of the competition;
- the exact location of the competition;
- the date, time, and location of any other events to be held in connection with the competition such as a reception the evening before the competition;
- a campus map or map of the hotel where the competition will be held indicating where coaches and teams can park and where on campus the competition will be held;
- hotel contact information including name, address, phone number, price, and a deadline for making reservations;
- the name(s) of the nearest airports to the competition location;
- a map or directions for reaching the competition facility, both from the airport and from the competition hotel; AND
- a local restaurant guide, which can usually be obtained from a local Chamber of Commerce, or at least a list of a few nearby restaurants.

A sample letter is included as Exhibit D.

## **MAIL SOLICITATION/INVITATION LETTERS TO ATTORNEYS AND JUDGES**

Mail all solicitation/invitation letters to attorneys and judges and indicate when you need their response. Usually, you should give them approximately 2 weeks to respond. A rough estimate of the affirmative response to number of letters mailed ratio is one affirmative response for every eight letters mailed.

Once the attorney or judge responds, note his/her commitment on a Judge Information Sheet, which is included as Exhibit E. Even if an attorney or judge declines, keep his/her information on file for future competitions.

## **COMPILE LIST OF CONFIRMED ATTORNEYS/JUDGES AND PREPARE CONFIRMATION LETTER**

Based on responses, compile a list of names and addresses of all confirmed attorneys and judges. Also, draft a confirmation letter to send to all confirmed attorneys and judges. A sample letter is included as Exhibit F.

## **MAIL SOLICITATION/INVITATION LETTERS TO CLIENTS**

Contact potential clients by e-mail or telephone or mail them solicitation/invitation letters and indicate when you need their response. Usually, you should give them approximately 2 weeks to respond. Once the client responds, note his/her commitment on a Client Information Sheet, which is included as Exhibit G. Even if a client declines, keep his/her information on file for future competitions.

## **COMPILE LIST OF CONFIRMED CLIENTS AND PREPARE CONFIRMATION LETTER**

Based on responses, compile a list of names and addresses of all confirmed clients. Also, draft a confirmation letter to send to all confirmed clients. A letter can be used such as the Judges' confirmation letter in Exhibit F.

# SIX WEEKS TO ONE MONTH BEFORE REGIONAL COMPETITION CHECKLIST:

- Send competition information letter to competing schools.
  
- Mail solicitation/invitation letters to attorneys and judges.
  
- Compile list of confirmed attorneys/judges.
  
- Prepare confirmation letter for attorneys/judges.
  
- Mail solicitation/invitation letters to clients.
  
- Compile list of confirmed clients.
  
- Prepare confirmation letter for clients.

# **ONE MONTH TO TWO WEEKS BEFORE THE COMPETITION**

## **SEND CONFIRMATION LETTER TO ATTORNEYS AND JUDGES**

When an individual has agreed to judge the competition, a letter should be sent confirming that agreement and explaining when and where the judge should report on the day of competition. Additionally, the following documents should be sent to judges along with this letter (the first four documents are available from the ABA Law Student Division Client Counseling Competition Rules and Standards for Judging:

- standards for judging;
- evaluation form;
- score sheet;
- fee schedule;
- the memo received by the competitors about the client's problem;
- the confidential client profile (client's secret facts) to be provided by the ABA approximately one month before the regional competition (note that each regional competition uses five problems – three preliminary rounds problems, one semifinal round problem, and one final or championship round problem; make sure that each judge is sent the correct memo and confidential client profile);
- the "Judging the Client Counseling Competition" memo, which will be e-mailed to you by the ABA;
- campus map or hotel map indicating where to park and where the competition will be held.

Because emergencies arise, you will want to provide for last minute cancellations by over-booking judges or having several judges commit to being on "stand-by." Remember, you ideally want three (3) judges per room, with one of them being a counselor. You DO NOT want panels of four (4) judges.

## **MAKE A MASTER LIST/POSTER OF ALL JUDGES NEEDED AND CONFIRMED**

To help keep track of all confirmed judges, make a master list or poster indicating how many you need (based on how many teams will compete in your region and therefore, how many rooms you will use). Make sure all additions and confirmations are kept on this master list.

Identify any gaps and then get your committee together to contact additional judges.

## **SEND CONFIRMATION LETTER TO CLIENTS**

When an individual has agreed to participate as a client, a letter should be sent confirming that agreement and explaining when and where the client should report on the day of competition. Additionally, the following documents should be sent to clients along with this letter:

- the memo received by the competitors about the client's problem; the confidential client profile (client's secret facts) to be provided by the ABA approximately one month before the regional competition (note that each regional competition uses five problems – three preliminary rounds problems, one semifinal round problem, and one final or championship round problem; make sure that each client is sent the correct memo and confidential client profile);
- the fee schedule;
- the "Client Instructions" memo, which will be e-mailed by the ABA;
- campus map or hotel map indicating where to park and where the competition will be held.

Note: Each client should only receive ONE client profile. Each judge should only receive ONE client profile. Contact me if you need assistance.

## **SPEND A GREAT DEAL OF TIME READING THE RULES CAREFULLY**

Review the Rules and Standards for Judging and the Regional Host School Instructions CAREFULLY!!! Questions constantly arise concerning them. If you need an interpretation of a rule, confer with the ABA Law Student Division or your assigned Client Counseling Competition Subcommittee member as soon as possible.

Certain rules are of particular concern. Questions about these rules frequently arise. The following are some particularly important rules:

- **Timing of Client Counseling Consultation and Post-Consultation.** Each team shall have a maximum of forty-five (45) minutes per round to both perform a consultation with the client and a post-consultation. **EACH TEAM IS RESPONSIBLE TO KEEP TRACK OF ITS OWN TIME.** However, as each team's consultation and post-consultation discussion can take no more than 45 minutes, one of the judges on each panel should be designated as the timekeeper. That judge should keep track of the time on the Judges' Timekeeping Sheet and should stop any team that reaches the 45 minute limit.

**Observation and Sharing of Information Learned During a Round.** Under no conditions may a team that is still alive in the competition observe other competitors.

- **Preliminary and Semifinal Round:**  
Faculty advisors, team coaches, and team alternates may observe their own teams (subject to space availability). The team, its alternate(s), and its faculty advisor/team coach may not observe other teams competing in any round while their team is still alive in the competition.
- **Final Round:**  
Prior to the final round, all three teams will be sequestered in a location(s) determined by the host school administrator. The teams will remain in this room, other than to use the restroom facilities, until it is their turn to perform in the final round. The host school administrator will escort each team to the final round room when it is their turn to perform. The waiting room(s) are off limits to anyone other than the team members and their coaches. Team members do not return to the waiting room after they perform, but may not watch any portion of the round. If a coach prefers to watch any part of the final round, they may do so, but relinquish the right to return to the waiting room and may not communicate with their team until the critique period has concluded.

In the final round all observers, including coaches of final round teams, may sit in the final round and observe under the following conditions: 1) observers must enter prior to the commencement of any interview, 2) once observers enter the room they must remain for the duration of the final round; 3) observers may not communicate with any of the final round competitors. Additionally, if a school sends two teams, no faculty advisors/coaches, team members, or team alternates may share information learned about the nature of the problem from watching one of their teams with their other team that has not yet competed on that problem.

- **Communication During Rounds.** No one may give advice or instruction to any of the competitors in any manner, during a round. This precludes the passing of notes to the competitors during the round or communicating with them by hand gestures, signals, or in any other way.
- **Team Identification.** All ABA Law Student Division competitions prohibit the identification of a team's law school. The ABA will assign each team a random letter or number. The schools' identity shall not be divulged to any judge until after completion of the regional competition. Judges and clients should not converse with anyone associated with a team outside of the interview room until the judges have finished judging and scoring all the interviews in the round.
- **Scoring.** Know this rule. Draft someone who likes math. The rules of each competition are very specific on how the winner of each round is determined. You should always TRIPLE check everything. Nothing is worse than making a mistake on the numbers. To assure that the judges

have accurately filled out their score sheets, insist that each judge personally turn in his or her signed score sheet. **Someone should check the score sheet over before releasing the judge.**

#### **ARRANGE FOR LUNCHEON AND RECEPTION**

As part of the host's duties, you may arrange a light reception for all competitors the evening before the competition so that all participants may meet each other on an informal basis. If your law school cannot cover the cost of this reception, contact a local bar association or law firm that might sponsor the event.

Additionally, you are to arrange lunch for all participants on the day of competition.

Last, if your budget allows, please try to provide a light breakfast (i.e. donuts, bagels, fruit, and/or coffee) for judges and competitors. However, at least, provide coffee, soda, and water for all judges, clients, and participants throughout the day of competition. If you cannot, please make sure there are soda and snack machines easily accessible.

#### **NOTIFY IMPORTANT DEPARTMENTS ABOUT THE UPCOMING COMPETITION**

Please make sure that your library, public safety, parking attendants, etc. know when and where the competition will take place so that those departments can expect additional people on campus and in the parking lots. Provide parking passes or signs to display on dashboards if necessary. Also, let your maintenance department/facilities management department about the competition and request that the rooms scheduled to be used during the competition and the nearby restrooms get an extra good cleaning the day before the competition.

#### **FINALIZE YOUR COMMITTEE MEMBERS' ASSIGNMENTS**

Now that you are less than a month out from competition, make sure everyone on your competition committee knows what his or her job is now, over the next few weeks, and on the day of competition. Proper planning and communication will prevent lots of potential problems.

# **ONE MONTH TO TWO WEEKS BEFORE THE COMPETITION CHECKLIST:**

- Send Confirmation letter to attorneys and judges
- Make a master list/poster of all judges needed and confirmed
- Send confirmation letter to clients
- Spend a great deal of time reading the rules carefully
- Arrange for a reception for the night before the competition
- Arrange for luncheon for day of competition
- Notify important departments about the upcoming competition
- Finalize your committee members' assignments

# **THE WEEK BEFORE THE COMPETITION**

## **ASSIGN THE JUDGING PANELS AND MAKE ROOM ASSIGNMENTS**

Decide which judges and counselors will judge each round and in what room. Attempt to vary the panels by age, area of practice, and law school. If local professors must judge, make sure that they will not observe teams representing your school. To avoid the appearance of impropriety, make an attempt to keep judges from participating in a round that involves their alma mater. Simply ask a judge where he or she went to law school on a reply form or at check-in.

## **PREPARE THE JUDGES' FOLDERS/ENVELOPES**

Folders or large envelopes are extremely helpful. You might even want to use different colored folders or envelopes to indicate different rooms. Each judge's folder or envelope for the preliminary rounds, the semifinal round, and final rounds should contain the following:

- one judge's score sheet;
- three\* evaluation forms (one for each team he/she will observe); and
- scratch paper.

\*You will only need two evaluation forms in each packet for the semi-final rounds. The preliminary and final round packets will need three evaluation forms each.

The score sheets and evaluation forms are available in the Rules and Standards for Judging available on the ABA Law Student Division Client Counseling Competition Competitors Page. All participating schools will be provided with the exact URL after submitting their entry form.

## **PREPARE THE PARTICIPANTS' FOLDERS/ENVELOPES**

Each team should receive a packet when it arrives containing the following:

- the competition schedule;
- the bracketing chart showing at what time, in what room, and on which problem the teams will compete;
- a chart showing which letter teams represent which schools;
- maps showing where the competition rooms are located; AND
- certificates of participation supplied by the ABA.

The outside of these packets should identify the team by its letter/and or the name of the competitors (which will be given to you by the ABA the week of the competition) but not by the name of the law school.

## **BRIEF THE CLIENTS**

If possible, meet with the clients before the day of the competition to go over their roles. See the sample briefing client's memo attached as Exhibit H.

## **RECONFIRM THE COMPETITION ROOMS**

Conflicts invariably arise. You want to make absolutely certain that some emergency does not bump you out of some rooms. If that does happen, you need as much time as possible to prepare for it. You should send a letter or meet with your room scheduler to reconfirm the room reservations the week before the competition.

## **PREPARE DIRECTIONAL AND QUIET SIGNS FOR THE COMPETITION**

Make sure to prepare plenty of signs indicating where competitors and judges should check-in when they arrive, the rooms where the rounds will take place, where restrooms are located, etc. One suggestion is to make all of the signs the same bright color so if a competitor or judge gets lost, he or she can just look

for the pink signs or green signs etc. Additionally, make signs that say “Quiet—Competition in Progress” to put on the door of each room to be used during the competition.

# **THE WEEK BEFORE THE COMPETITION CHECKLIST:**

- Assign the judging panels and room assignments
  
- Prepare the judges' folders/envelopes
  
- Prepare the participants' folders/envelopes
  
- Brief the clients
  
- Reconfirm the competition rooms
  
- Prepare directional and quiet signs for the competition

# **THE DAY BEFORE THE COMPETITION**

## **CALL ALL JUDGES TO ANSWER ANY LAST-MINUTE QUESTIONS**

Attorneys and judges are notorious for canceling. A quick phone call to see whether they have any last minute questions (regarding parking, check-in, etc.) will also remind them of their commitment. Just leave a message with their secretary if you cannot get them directly. At this point, if they do not plan on showing, they will generally call.

## **SET UP THE COMPETITION ROOMS**

Try to check out the competition rooms the day before to make sure there are tables, adequate chairs, trash has been removed, etc.

## **PLACE DIRECTIONAL SIGNS AROUND CAMPUS**

If possible, you may want to put up the competition directional signs the night before. This will save you time on the morning of the competition.

# **REVIEW ALL OTHER CHECKLISTS TO DOUBLE-CHECK THAT EVERYTHING IS DONE**

# **THE DAY BEFORE THE COMPETITION CHECKLIST:**

- Call all judges to answer any last-minute questions
  
- Set up the competition rooms
  
- Place directional signs around campus
  
- Review all other checklists to double-check that everything is done

# **THE DAY OF THE COMPETITION**

## **REFRESHMENTS**

If you plan to provide a light breakfast or drinks throughout the day, make sure it is set up early (at least 30 minutes before participants and judges have been instructed to arrive).

## **DIRECTIONAL SIGNS**

If unable to put up signs the night before, do so first thing. You should have all signs up at least 30 minutes before participants and judges have been instructed to arrive.

## **CHECK ALL COMPETITION ROOMS**

Give all competition rooms one last look to make sure that everything is in order and place the “Quiet—Competition in Progress” signs on the outside of each room’s door.

## **HOST SCHOOL’S COMPETITION COMMITTEE/HELPERS**

Make sure that members of your school who are part of the competition committee and will assist in running the day’s competition are easily recognizable. For instance, some schools have done the following: have all committee members/helpers wear the same colored shirt and pants, have them wear a bright colored ribbon, or a flower on their lapel.

## **GENERAL INFORMATION TABLE**

Have a table to which the teams report when they arrive. When teams check in, have the team confirm and/or correct the spelling of each team members’ names to assist both your school and the ABA. Those staffing the table will hand out the team information packets and answer any questions the competitors or coaches have. They can also give the competitors and coaches tours of the building.

## **HOLD A MEETING FOR TEAMS AND COACHES**

One way to avoid disputes over the rules is to hold an orientation for all teams and coaches before the first preliminary rounds. This should happen 30-60 minutes BEFORE the start of the first round. Regardless of when you have this meeting, it is crucial. Flush out any questions over the rules, tally process and Coaches’ Challenge Period. Emphasize in particular the time restrictions and rules about who can watch. Also instruct the teams and coaches on the following:

- Each school's identity should remain anonymous before, during, and after the round. Make sure that no spectators are wearing or carrying anything that would indicate what school is represented.
- A faculty advisor, team coach, team alternative, or any other person from a school with two teams competing who watches one of the school’s two teams compete on a particular client counseling problem may not communicate with the school’s other team, in any way whatsoever, about the nature of content of that problem before that other team competes on that problem.
- All protests MUST be made in compliance with the Rules and Standards for Judging, Articles 18 & 19.

A sample team and coaches orientation is included as Exhibit I.

## **HOLD A JUDGES’ AND CLIENTS’ ORIENTATION**

One way to avoid disputes over the rules is to hold an orientation for all judges and clients before each round, preliminary, semi-final, and final. The rules are slightly different for each round. The orientation should happen 30-60 minutes BEFORE the start of the first round. Regardless of when you have this meeting, it is crucial. A script for both the judges’ and clients’ orientation is in the Host school Instructions, Exhibits H and J.

Additionally, you **must** show the judges and clients the ABA Briefing Video at the conclusion of your briefing. There are different videos for the preliminary round, semi-final round, and the final round. Make sure you are showing the correct video.

### **TABULATE THE JUDGES' SCORE SHEETS**

Prior to the announcement of the decision in each round, the judges' score sheets will need to be tabulated by you and/or members of your community. Use the CCC Score Tabulation Sheet found in Section Six of these Instructions. You should use this sheet to determine the scores for each team. This should be an open process to avoid any concerns about fairness in tallying the votes and you may want to invite one or two faculty advisors from other schools to help with this process. This is a tedious, math-focused job; have people comfortable with math do this. Once the tally sheet has been completed and an initial determination (after consideration of tie-breaking protocols) is made regarding the teams advancing to the semifinal round, a copy of the tally sheet **shall** be (1) posted or (2) provided to each team coach for review. A Coaches' Challenge Period shall exist for thirty (30) minutes following the distribution of the tally sheet to contest any mathematical errors which may appear. If a mathematical error is identified during the Coaches' Challenge Period, corrections shall be made before beginning the semifinal round. Corrective computations shall be an open process. If the computational errors cannot be resolved, the Client Counseling Subcommittee representative shall be contacted. Except as provided herein, no other objections or complaints about the competition shall be raised during the Coaches' Challenge Period. Failure to raise any objection to the computations on the tally sheet within the Coaches' Challenge Period, shall be a defense to any subsequent protests based on mathematical errors following the preliminary round. *As a best practice*, the initial computations should be made in two groups of at least three persons and any discrepancy between the two computation groups should be resolved before the tally sheet is distributed to the team coaches. Accidentally advancing the wrong teams to the semifinal round is the single most embarrassing problem that can and has occurred during a regional competition.

### **DETERMINING ORDER OF PERFORMANCE IN THE SEMIFINAL ROUND**

The teams advancing to the semifinal round shall perform in an order determined as follows: the team with the lowest score in the preliminary rounds picks their semifinal round time slot first. Thereafter, the team with the next lowest score shall pick their competition time. (In the case of a tie, have the teams draw for time slots.) The judges' evaluation sheets should also be provided to each team for educational purposes. We recommend that you prepare a large envelope for each team competing in your Regional Competition and that you place in each envelope the judges' evaluation sheets for that team. These envelopes can then be distributed to the teams after the announcement about which teams will be moving on the semifinal round. However, if this is not possible, mail the information to the faculty advisors within seven days.

### **MEET WITH THE SEMIFINAL ROUND JUDGES AND CLIENTS**

Orient the semifinal round judges and clients before the semifinal round. You must show the semifinal round judges and clients the ABA Briefing Video for the semifinal round.

### **CONDUCT THE SEMIFINAL ROUND AND ANNOUNCE THE FINAL ROUND TEAMS**

Following the Semifinal Round, the judges' should announce which team won and then critique all the teams.

### **ANNOUNCE THE FINAL ROUND TEAMS**

Announce which teams will be moving on to the final round. Have the teams pick final round time slots with the team with the lowest cumulative score picking first. (In the case of a tie, have the teams draw for time slots.) An effort should be made to give the original semifinal round judges' evaluation sheets to the respective teams.

### **MEET WITH THE FINAL ROUND JUDGES AND CLIENTS**

Orient the final round judges and clients before the final round. You must show the final round judges and client the ABA Briefing Video for the final round.

**CONDUCT THE FINAL ROUND AND ANNOUNCE THE WINNING TEAM**

Following the Final Round, the judges' should announce which team won and then critique all the teams. If possible, try to videotape the final round. Plan some recognition for the winning team. Include the judges in this endeavor. Arrange to have a photographer take pictures of the award presentation. Give winning team information regarding the ABA Law Student Division National Client Counseling Competition.

# THE DAY OF THE COMPETITION CHECKLIST:

- Refreshments
- Directional signs
- Check all competition rooms
- Host school's competition/helpers
- General information table
- Hold a meeting for teams and coaches
- Hold a judges' orientation
- Brief the clients
- Tabulate the judges' score sheets
- Announce the semifinal round teams and handout copies of the tabulation sheet and judges' evaluation forms
- Meet with the semifinal round judges and clients
- Announce the final round teams and handout copies of the tabulation sheet and judges' evaluation forms
- Meet with the final round judges and clients

- Videotape and conduct final round, announce winning team, and give winning team information about the ABA Law Student Division National Client Counseling Competition.

## **SOON AFTER THE COMPETITION**

### **Notify the ABA of the Regional Winners**

Report the regional results to the Law Student Division Chicago office on the Monday morning following your regional competition. You should fax or e-mail the winning school, the team member names and the rank of each team that competed in the final round. Please also fax the the tabulation sheet, the three semifinal round score sheets and the final round score sheet. The Client Counseling Competition Subcommittee will use this information in deciding any protests and in determining what teams should attend the National competition in the event that higher ranking teams choose not to attend.

The fax number is 312/988-6033 and the e-mail address is [ccc@abanet.org](mailto:ccc@abanet.org).

The Law Student Division must have the regional results as soon as possible, as the program for the final competition has to be distributed immediately to the faculty advisors of the teams winning the regional competitions. Please make sure that you have the correct spelling of each name so that Law Student Division may prepare the certificates and plaques.

In addition, please notify the Law Student Division Chicago office of the highest-ranking Canadian team in your region (if applicable). This assists the organizers of the International Competition.

### **Send Thank You Letters to Everyone**

You must thank everyone who donated time, effort or money to the competition. This ensures that you and your advocacy program will look good, as well as the competition itself. You also might consider sending judges a listing of the names of the individuals and teams that placed in the competition to satisfy their curiosity.

## **GENERAL TIPS**

- It is understandable that budgets are tight so double-side copies as much as possible.
- Keep the Judges' Room and Clients' Room open during the day so that the judges and clients have a place to meet and rest between rounds, etc. We recommend that it is set up one half hour before competitions starts because many judges and clients will arrive early.
- Set up competition rooms (tables and chairs) approximately the same in each room as possible. If teams want props such as water bottles, or a dictation machine, the team is expected to bring the prop with them.
- If you have questions please contact the ABA or the Client Counseling subcommittee members as early as possible so that we can answer your questions.
- A CCC subcommittee member will be on call for your regional competition during the competition.