

**American Bar Association
Law Student Division
National Appellate Advocacy Competition**
Revised 11/13/2020

BRIEF & CERTIFICATION SUBMISSION GUIDE

Per Article 10 of the Competition Rules, the electronic brief and the team's certification must both **ARRIVE** by 11:59 a.m. (noon) CST on Monday, January 11, 2021, via the same online submission form.

Submission form: <https://naacbriefs.com/submit>

1. The arrival time is based on the time stamped on your submission which may be different from the time on your computer. **Do not wait until the very last minute to submit your brief or certification!** Have your brief and certification ready early to avoid any submission glitches or technical issues.

You will receive a five (5) point penalty if your brief *or* certification arrived after 11:59 a.m., and an additional five (5) point penalty for each additional 12-hour period the brief or certification is late.
2. The certification must be fully completed with the text exactly as provided on the next page or as Appendix B in the NAAC Rules. Certifications submitted with missing signatures will be considered late.

Hand-written or electronic signatures, or a combination of both, will be accepted. The PDF form below is set up to accept PDF signatures. Teams may sign on a single page or multiple pages; however, all pages must be combined into one PDF for submission.
3. The coach's certification is now a separate form. Coaches do not need to sign the team certification. Coach certification Form: <https://naacbriefs.com/coach-certification>

The coach's certification must also be submitted on time or the team's brief may receive a penalty.
4. Submit your brief and certification as PDF files no larger than 2MB. Briefs or certifications submitted as any other file type will receive a one (1) point penalty.
5. Be sure you correctly name the PDF files. Teams whose briefs are incorrectly named will receive a penalty.
 - a. The brief PDF file name must start with the word "team" followed by the team number. All letters must be lower case and there can be no space between the word "team" and the team number (e.g. **team401**).
 - b. The certification PDF file name must start with the word "team" followed by the team number and then followed by the word "certification." All letters must be lower case and there can be no space between the word "team" and the team number and the word "certification" (e.g., **team401certification**).
 - c. Make sure there are no extra spaces or characters in your brief name as these can come through as additional special characters and will be subject to a penalty.
6. Be sure to use your correct team designation for each file name. Some team numbers are very similar, so please double check your number. Files with the incorrect team number will receive a penalty of up to five (5) points, to be determined by the NAAC Subcommittee.
7. All briefs will be reviewed and graded electronically. This means that some information in your document, the metadata, that was not previously visible may be visible to some judges. This could disclose anonymous information about your team and result in a penalty.

If you're using Microsoft Word, you'll avoid some issues simply by saving your Word document with the proper file name first, then converting to PDF. If necessary, you can change your title in other properties in Word under File > Info. You can also change your metadata directly in your PDF if you have Adobe Pro. Here is the Adobe help page for further details: <https://helpx.adobe.com/acrobat/using/pdf-properties-metadata.html>

Certification Letter

Date: _____

Team Number: _____

School: _____

Region: _____

Brief Side: _____

Brief Word Count: _____

1. We hereby certify that Team # ____ has not received any unauthorized assistance in the preparation of our brief and that our brief has been prepared in accordance with the NAAC Rules, which are hereby incorporated by reference.
2. We warrant represent that (a) any written materials, including but not limited to our brief, submitted by our team in connection with the competition have not been published prior to their submission to this competition, and (b) any written materials are original and do not violate the intellectual rights of others.
3. We hereby certify that each team member has read, understood, complied with, and accepts the terms of the NAAC Rules, including but not limited to Article 23--Consent, which gives the ABA the nonexclusive worldwide right to reproduce, distribute, and sell any written materials submitted by me and my team members in connection with our participation in the competition, including but not limited to any briefs (collectively, "Written Materials"), in whole or in part, with or without attribution, in any medium, as part of the course book or any other publication published or sold under the auspices of the ABA and to license these rights to others, in each case, regardless of whether the member or his or her team is selected as the winner.

Team Member Signatures:
