

**AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION**

2020 - 2021

**CLIENT COUNSELING
COMPETITION**

**REGIONAL HOST SCHOOL
INSTRUCTIONS**

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AMERICAN **BAR** ASSOCIATION™

Revised December 2020

AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION

CLIENT COUNSELING COMPETITION
REGIONAL HOST SCHOOL INSTRUCTIONS

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American Bar Association
Law Student Division

Client Counseling Competition
Regional Host School Instructions

Section One

Introduction

Running a Regional Client Counseling Competition

YOUR ROLE

Thank you for hosting a regional competition. Please look through this **entire** document. We have tried to provide you with all the information and documents you will need. As regional administrator, you are responsible for conducting the regional competition. You will need to reserve classroom space and find judges and clients. Because you will be responsible for arbitrating any disputes between or among teams in the regional competition, you must be present throughout the entire competition.

Please note: faculty coaches and advisors for Client Counseling teams are prohibited from assisting in the administration and judging of the regional competition.

GET HELP

You cannot do this alone. You need to get a committee to help you run the competition. Appoint someone to handle judges, someone to handle clients, someone to handle scoring, someone to handle facilities, someone to handle refreshments, and many others to help. As always, the ABA Law Student Division and the Client Counseling Competition Subcommittee are available to answer questions and offer suggestions.

CCC SUBCOMMITTEE LIAISON

Your assigned ABA Law Student Division Client Counseling Competition Subcommittee member will contact you in the fall to go over what needs to be done to make your regional competition a successful one; these contacts will continue up until the date of the regional competition, and the Subcommittee member will be available by phone during the competition to help resolve any problems that may arise. You may also contact the ABA Law Student Client Counseling Competition Subcommittee directly. Please contact:

ABA Law Student Division
Client Counseling Competition
321 North Clark Street
Chicago, IL 60654
Phone: 312.988.5621
Fax: 312.988.6033
E-mail: ccc@americanbar.org

AVOID THE APPEARANCE OF BIAS

An important consideration throughout the entire competition is avoiding the appearance of bias or prejudice. A school may feel from time to time that a decision has been based on something other than the competitors' skill. While this "feeling" cannot be eliminated, everything that can be done should be done to eliminate the appearance of bias or prejudice. You and the rest of the committee should not associate with your school's team(s) during the competition. You must strictly enforce the anonymity rule. You should not talk about how your school is doing while anyone else is around.

Sooner or later, all but one team will lose. It is inevitable. In most situations, the competitors and their coaches are gracious. But some teams get overtaken by their competitive spirit and are poor losers. They seek to find any reason other than their own failings to justify the loss. Do all that you can to avoid giving them a reason to blame you. It will make your life so much easier.

TOP TEN LIST: WAYS TO MESS UP YOUR REGIONAL COMPETITION

- 1. Failure to read and follow THESE Host School INSTRUCTIONS and the Competition RULES.**
- 2. Failure to use the pairings schedules provided by the ABA.**
- 3. Failure to have alternate judges and clients available at the competition site on the day of the competition.**
- 4. Failure to tabulate correctly the results of the preliminary round and to advance the correct teams to the semifinal round.**
- 5. Failure to adequately brief the clients and judges for their roles in the competition.**
- 6. Failure to make certain that no team identifies their school/state/regional affiliation to clients and judges.**
- 7. Failing to keep judges in the same room during the competition since switching judges from room to room during the competition is prohibited. Also, you may not re-use the same judge for the same team in different rounds.**
- 8. Failing to anticipate and resolve conflicts between judges and competing team members.**
- 9. Stopping rounds prematurely once they have begun.**
- 10. Shortening or lengthening the rounds beyond that provided in these instructions.**

TOP TEN LIST: THINGS TO CONSIDER WHILE PLANNING YOUR REGIONAL COMPETITION

- 1. Print the Rules and Host School Instructions and reference them as you prepare your competition. Contact your Subcommittee Liaison if you have any questions.**
- 2. Recruit faculty or members of your competitions organization to help you administer the competition. The coach for your school's teams may not help with the administration of the competition.**
- 3. Secure sufficient competition rooms for each round. This competition requires a large number of preliminary round rooms. Arrange for meals, snacks, and a reception.**
- 4. Recruit judges and clients early. This is usually the most time-consuming part of running a tournament. Begin early!**
- 5. Email attending schools relevant date, location, and schedule information for your competition. Be sure to include your contact information. Send a copy of this email to Sara Stretch at the ABA Law Student Division.**
- 6. Assign judging panels and make room assignments. You must use the pairings provided by the ABA. Send confirmation email to judges and clients with the appropriate documents. Each judge and client should only receive ONE fact pattern.**
- 7. Make copies of documents and prepare Folders or Envelopes for Judges and Competitors.**
- 8. A few days before the competition, contact school personnel,**

judges, clients, and food providers to confirm dates and times of their arrival.

- 9. Assign administrators to specific roles like judge and client orientation, team and competitor orientation, and tabulation. Make sure tournament personnel at the team check-in table understand the procedure for team letter designation.**

- 10. Report the results of your competition to Sara Stretch at the ABA Law Student Division and send thank you notes to your judges and clients.**

American Bar Association
Law Student Division

Client Counseling Competition
Regional Host School Instructions

Section Two

Rules for Hosting the

Competition

CLIENT COUNSELING COMPETITION REGIONAL HOST SCHOOL INSTRUCTIONS

I. YOUR RESPONSIBILITY AS THE ADMINISTRATOR OF THE REGIONAL CLIENT COUNSELING COMPETITION.

It is your responsibility to be thoroughly familiar with these Host School Instructions AND the Rules of the Competition. Please take time to read through them completely and plan to review them periodically as you prepare to host your regional competition. Many of the rules are not duplicated in this document. You should read both documents before planning your competition.

Please note: faculty coaches and advisors are prohibited from assisting in the administration of the Regional competition.

II. CONTACTS WITH CCC SUBCOMMITTEE LIAISON

A member of the Client Counseling Competition Subcommittee will be assigned as a liaison to work with you to run the regional competition. The Subcommittee member will contact you in the fall to go over what needs to be done to make your regional competition a successful one and to answer any questions you may have. These contacts will continue up until the date of the regional competition, and the Subcommittee member will be available by phone during the competition to help resolve any problems that may arise.

In addition, the Client Counseling Competition Subcommittee will schedule at least two conference calls prior to the regional competition to review critical information with host school administrators and to provide practical tips to facilitate the Regional competition. Each host school administrator and any assistants are strongly encouraged to participate in at least one of these calls.

III. INFORMATION TO BE SENT TO REGIONAL PARTICIPANTS

You will need to provide certain specific information to the faculty advisors of the schools assigned to your region. They will need to know the exact location of the competition at your law school, the room number, and floor of the initial meeting, the starting time, and the schedule. Directions for reaching your law school by car and public transportation and any other information (a list of restaurants, a map, etc.) you feel would be useful for someone unfamiliar with the area should also be included.

Due to the widespread location of participating schools, teams in most regions will need to spend a night in the city of the host school. Therefore, we suggest that you include information regarding lodging accommodations available at or near your school; the closest airports; other transportation options; and local transportation options such as trains, shuttles, rental car agencies, and taxis.

This information must be sent to the faculty advisors of the schools participating in your region **by January 15**. Regional Hosts should not forward or distribute competitor contact names, phone numbers, or email addresses to other competitors. That information is for your internal administration purposes only. Do not release the names of the other schools in your competition **UNLESS** you release it to everyone.

IV. MEALS AND RECEPTION

It is the responsibility of the host school to provide lunch to all competitors whenever the competition schedule overlaps the lunch hour, and to provide a heavy snack in the mid-to-late afternoon for all one-day competitions. Some schools like to hold a small reception on the evening before the competition starts so that participants may meet each other on an informal basis and tour the competition rooms. The Client Counseling Competition budget can reimburse you up to \$75 per team at the regional competition. **Judges and clients scheduled to participate in the next scheduled round should not eat lunch in the same room as the team members and coaches.**

In determining the number and scope of your meals and/or receptions, we encourage to think creatively about how to keep the costs down. A list of ideas is available from the ABA LSD's webpage of ways you can reduce your expenses from choosing hotels with free breakfasts to asking a local bar association or law firm to sponsor one of your meals. Whichever meals you choose to provide, please communicate this clearly to your participants so that they can plan accordingly. In addition to the monetary support, the involvement of the bar association is beneficial not only to the bar association, but also to your law school.

V. INCLEMENT WEATHER

In the event of inclement weather that may necessitate delaying or canceling the competition, decisions on how to proceed shall be made by the ABA Law Student Division in consultation with the host school administrator and the Client Counseling Subcommittee.

VI. COMPETITION FORMAT

Please carefully review the sections of the Host School Instructions and Competition Rules which outline in detail the point qualification format, and random team assignments, as well as the sections which addresses competition disputes. Please take time to become thoroughly familiar with the competition format as specifically set forth in the Rules, as questions will arise on the day of your competition. In making the random team assignments, the Chicago office will make every effort to prevent two teams from the same law school from competing against each other in the preliminary rounds.

Please feel free to contact the Law Student Division or the Client Counseling Competition Subcommittee member assigned to your region if you have any questions.

VII. COMPETITION SCHEDULE

You will need to determine whether to host a one or two-day competition. If you opt to host a two-day competition, you will further need to determine whether your competition will begin during the morning or the afternoon of the first day. Please refer to the Schedules in these instructions and select the one you will use for your competition.

VIII. PAIRINGS FOR PRELIMINARY ROUNDS

The regions may vary in number of schools competing. The number of teams to compete in the regional competition will be determined by the Law Student Division and the host school. However, your school should be prepared to host 12 teams. The appropriate pairing schedule for your competition will be provided to you by the ABA Law Student Division; alternate preliminary round pairings in the event a team does not show up or cancels, along with the semifinal round schedule and a final round schedule, can be found in Section Five of these Host School Instructions.

The Law Student Division Chicago office will consult with you on the number of teams you can accommodate in your region. **YOU MUST USE THE PAIRING SCHEDULE THE ABA PROVIDES. If fewer teams show up for the competition than you expected, you must contact**

your ABA competition representative for a new pairing schedule.

Additionally, the Law Student Division will assign each school a random letter designation if the school has registered one team. If a school has more than one team, the Law School Division will randomly assign letter designations to be used by that school. The letter designations are the sole method of identifying the team to all competition judges and clients during the competition. The team designations will not be revealed until the team membership and allocation of alternates has been made by the team during check-in at the regional competition. If a school has entered three competition teams into the regional competition, the team coach has the right to elect which of the school's two teams will meet each other in the regional competition and the team designations will be assigned accordingly. The pairing schedule will identify which two of that school's letter designations meet during the preliminary round. Anyone affiliated with a team, including team members, coaches, and observers, may not directly or indirectly divulge their law school's identity to the judges or clients. Violation of this rule shall result in a penalty, up to and including disqualification.

IX. RECRUITING AND PREPARING JUDGES AND CLIENTS

- A. **Judges.** Host school administrators are responsible for selecting three judges for each competition room, as well as several alternates in case of last minute cancellations. You should feel free to contact your CCC Subcommittee liaison by phone or email before you begin your selection. Sample solicitation letters have been posted to the Client Counseling Competition Competitors Page. The Chicago office will provide you with the URL.

Please note: Faculty coaches and advisors of competing teams are prohibited from judging or assisting in the administration of the regional competitions.

You should make every effort to ensure that each panel has two attorneys who have had prior experience with, or who are familiar with, the ideals of the Client Counseling Competition, AND one person with a strong background in one of the counseling professions (i.e., counselor, psychologist, minister, etc.). Preferably, at least one of the two attorneys on the panel should be familiar with the area of law that is the subject of the competition. The Client Counseling Competition Subcommittee realizes that this may not always be possible.

The selection of judges is one of the most important functions of the host school administrator.

Most lawyers who have judged law school competitions have judged courtroom contained activities, such as moot court and mock trial. The experience and characteristics that make a person a good judge of client counseling competitions may not be the same as those that make a person a good judge of courtroom competitions.

An individual that judges a team in the preliminary rounds shall not judge that same team in the semifinal or final round. If possible, assign your most qualified judges to the final round.

Host school administrators should take all reasonable precautions to ensure that the judges do not know the law students whom they are judging. Coaches and advisors may not judge any team at the tournament. Please make sure the people you recruit as judges know they may not work with any team once they have received the confidential information.

To avoid a conflict, you need to perform a conflicts check by making a list of your judges available to the competitors before each round. Simply prepare an alphabetical listing of *all* judges for the round and allow the competitors and coaches to review it. You should not alert the competitors which judges are in their specific competition room. If a competitor or coach indicates that they know one of the judges you can determine based on your competition room assignments whether that knowledge presents an *actual* conflict with the particular competition team. If it does, you can switch up the judges in the competition rooms to remove the conflict.

IMPORTANT:

1. The judges **MUST NOT** be told the identity of the law schools of the teams they are judging. To preserve the teams' anonymity, each team will be assigned a team letter. Judges should be told not to ask the students the name of their law schools.
 2. The judges should be instructed not to communicate with anyone associated with a team outside the interview room until the judges have finished judging and scoring all the interviews in the round.
 3. Judges shall not communicate with the client until the judges have finished observing all teams in their round.
 4. A judge must watch the complete interview session for all the teams assigned to the room in which the judge is scoring. If a judge misses part of an interview because the judge is late or has to step outside of the interview room, that judge shall be disqualified from judging any of the teams in that room.
 5. The judges should be instructed to turn off all pagers, cell phones, etc. before judging a round.
- B. Clients.** Host school administrators are responsible for recruiting a client for each competition room. While discouraged, if no alternative exists, a person may act as a client for more than one round, but in such cases, it is imperative that the person should not perform for the same team more than once during the competition.

When you receive the profiles, you will know the gender and general age of the clients. Most profiles are not gender or age specific. If your law school is associated with a university that has a drama school, you might consider using actors or actresses from the school. Another source of people suitable to act as clients could be a local theater group. Sample solicitation letters are found online at the Client Counseling Competition Competitors Page.

Clients must make every effort to play their role consistently so that all teams encounter, insofar as possible, the same set of profiles, and the same personality. For example, if clients are told that should they act nervous during the first round, they should maintain that same demeanor during succeeding rounds. If they make up facts during the first round, those same facts should be used in the following rounds. If a client makes a mistake or goes "off script" the client must make the same mistake in subsequent rounds to avoid inadvertently benefitting one team over another.

Unless the role calls for a lawyer or law student to be the client, host schools should try to avoid using lawyers or law students as clients. However, if you must use them in a non-lawyer role, please make absolutely sure that you stress to them that they must, like any other person playing the role of a client, stay within their assigned role and not demonstrate a particular knowledge of the law.

In any event, a student from the host school shall not act as a client in a room in which a team from the host school is competing. If the use of a student from the host school in a room in which a host school team is competing is unavoidable, the host law school team must forfeit if it occurs in the semifinal round or in the final round (either regional or national competition). If it occurs in a preliminary rounds (either regional or national competition), the host school team must be awarded the maximum score (9) for that round.

In addition, host schools should take all reasonable steps to ensure that the clients do not know the law students who are interviewing them.

Please note that it is much more important that the client be able to play a convincing role and act consistently rather than that the client fit precisely the physical characteristics set forth in the profile. For example, if we tell you that the client should be a 20-year-old male, you might choose a 30-year-old male whom you know to be capable of consistent role-playing over a 20-year-old whose acting capabilities are questionable.

Clients should also be instructed to dress in a manner consistent with the role they are playing. It is important to create an atmosphere as consistent as possible with that encountered in a real-life situation.

Teams are to have **NO** contact with clients outside the competition room until all the interviews in the room have been conducted and the clients have had an opportunity to confer with the judges. The clients **MUST NOT** be told the identity of the law schools of the teams before whom they are acting. To preserve the teams' anonymity, each team will be assigned a team letter. Clients should be told not to ask the students the name of their law schools.

- C. Confidential Information for Judges and Clients.** About one month before the competition, the ABA office will email you confidential information, which is to be distributed to the clients and judges who will be involved in your regional competition. You **should NOT** distribute the memos or confidential client profiles to competitors. The ABA Law Student Division will send the appropriate memos to competitors from the Chicago office.

The information to be sent to Judges and Clients includes:

1. The memo that will be received by the competitors outlining the consultation situation (a.k.a. the client memo);
2. The "Confidential Client Profile" giving information about the client's background and the client's problems (a.k.a. the client's secret facts); and
3. Instructions for Judging / Instructions for Clients.
4. Judging Criteria Guidelines and Sample Score Sheet.

There are three different client profiles for the preliminary rounds, one client profile for the semi- final round that is different from the preliminary rounds; and one client profile for the final round that is different from the previous rounds. Please make certain you are providing the clients with the correct client profile.

The only information that should be available to faculty advisors is that received by the student competitors - the memo providing the consultation situation (the client snippet), which the Law Student Division will distribute to competitors. Therefore, the confidential information designated for clients and judges should be given directly to those people, and any discussion regarding the content of the confidential client profile should take place only with the client-judge advisor (if you have designated such a person) with the Law Student Division staff, or Client Counseling Competition Subcommittee liaison.

You should supply all your judges with a copy of the Instructions for Judging, and these should be used by judges as guidelines in assessing the skill of the team. You should supply all your clients with a copy of the Instructions for Clients.

Please provide judges with paper and pens or pencils and encourage each judge to take notes during the performance of each team, as it is very difficult to recall the specific dialogue after two or three teams' performances.

- D. Orientation.** You or someone else thoroughly familiar with the competition must provide two orientations. (1) Provide an orientation to judges and clients. This orientation should be done together with all judges and clients in one room so that each may hear the guidelines and expectations of the other for the competition. You should remind the judges of the standards contained in the Standards for Judging and the fee schedule (found in the Appendices to the Rules of the Competition) and remind the clients of the necessity of staying within their assigned role. During the orientation to judges and clients, you **MUST** play the Orientation video provided to you by the Chicago office. There are three different videos: one for the orientation of judges and clients before the preliminary rounds; one for the orientation of judges and clients before the semi-final rounds; and one for the orientation of judges and the client before the final round. Please make sure you are playing the correct video. So you can answer questions after showing the video, outlines for the Orientations are included in Section Four of these Instructions.

We urge you to appoint a professor or administrator at your school to work with the clients and judges to ensure that they understand (in advance of the date of the competition, if at all possible) the consultation situation and the role of the client. If you wish, you may yourself assume the role of advisor to clients and judges. The advisor to judges and clients will need to have access to the document titled "Client Memorandum and Confidential Client Profile." That person must keep the information contained in the profile absolutely confidential. You should be especially cautious about confidentiality to prevent any dispute concerning a conflict of interest or "leaked" information. If you do not appoint an advisor to judges and clients, and if the clients or judges have any questions in advance of the competition, please feel free to contact the Law Student Division Chicago Office at 312-988-5621 or ccc@staff.abanet.org or their designated subcommittee member.

As part of the orientation, clients should be instructed not to converse outside of the interview room with anyone associated with a team prior to the judges scoring the round. Clients should be instructed to turn off all pagers, cell phones etc. prior to the interview.

Judges' Packets. You should have the following documents ready for each judge upon his or her arrival:

For each preliminary round judge:

Three Evaluation Sheets (1 for each team the judge will evaluate) One Preliminary Round Score Sheet
One copy of the Standards for Judging
A list (by team letter) of the teams she or he is scheduled to judge (no school names)
In addition, each of the preliminary round panels will need one Time Sheet.

For each semifinal round judge:

Two Evaluation Sheets (1 for each team the judge will evaluate) One copy of the Standards for Judging
A list (by team letter) of the teams she or he is scheduled to judge (no school names)
In addition, each of the Semifinal panels will need one Semifinal Results Sheet that each of them will sign and one Time Sheet.

For each Final Round Judge:

Three Evaluation Sheets (1 for each team the judge will evaluate) One copy of the Standards for Judging
A list (by team letter) of the teams she or he is scheduled to judge (no school names)
In addition, the final round panel will need one Final Round Results Sheet that each of them will sign and one Time Sheet.

All of these documents can be found in Section Six of these Instructions or in the Appendices to the Rules of the Competition.

(2) On the day of competition, you should also hold an orientation for the coaches and competitors. This orientation should be done together. During this orientation, you should identify the Host School Administrator to the competitors and coaches if you have not already done so. The Host School Administrator is the contact person for violations and disputes that may arise during the competition and this person should be visible and accessible throughout the competition. Use the Orientation Guidelines for Coaches and Competitors in Section Four.

X. TIMEKEEPING

During the regional competitions, the student competitors are not provided with timekeepers. They are responsible for keeping track of their time. Competitors **may not** use a cell phone, electronic tablet (e.g. iPad), or laptop computer as their timing device.

Additionally, one of the judges on each panel should be selected to keep track of the time for the judges. Under no circumstance will a team be allowed more than forty-five (45) minutes to complete the session including both the consultation and the post-consultation. The 45 minutes begin when the attorneys speak *to* the client or *about* the client or the case. The timekeeper judge shall stop students after forty-five (45) minutes regardless of where students are in the consultation or post-consultation process. The decision of the timekeeper judge as to when the round should end is final. The timekeeper judge should use the Judges' Time Sheet found in Section Six of these Instructions to record the time each session begins and ends to assure that the timekeeping was accurate. In determining a team's score, the judges shall consider the way the team allocated its time between the client interview and the mandatory post-interview consultation.

XI. JUDGES' CRITIQUES

Participants generally feel that the competition has been most rewarding when they receive "feedback" from the judges regarding their performance. In the preliminary and semifinal round, the schedules provide the judges with a very limited time to critique the student participants immediately after each team has performed. Judges should not provide feedback to the competitors in the presence of the client. Nor should judges speak with the client until *after* the post-consultation period ends. Please remind the judges that it is essential that they stay within the allotted time scheduled to make the simultaneous rounds work.

In addition to promoting the development of practical lawyering skills, the ABA seeks to promote an inclusive, educational, and positive experience for all competitors and coaches. Encourage your judges to provide measured, balanced, respectful, and constructive feedback that focuses on the competitor's negotiation skills. See the Judging Guidelines in Section Six.

At the end of the final round, judges should give one informed critique to all three final round teams (in one sitting); the host administrator may announce the winning team before or after the critique.

XII. JUDGES' CONFERENCE

After all the teams have competed in the preliminary round, the judges may together discuss each team's performance among themselves. Then each judge should independently fill out the score sheet based on the criteria in the Standards for Judging. The host school should designate someone to whom the score sheets and written critiques are to be handed. Each judge should personally hand in his or her score sheet, and the person to whom the sheets are turned in should check to make sure that the score sheet was accurately filled out before permitting the judge to leave. (i.e. that the scores can be read and one team received 1 point, one team received 2 points, and one team received 3 points).

After both teams have competed in the semifinal round, the judges may together discuss each team's performance. The judges should select the one team, by majority vote that performed better and complete the Semifinal Round Results Sheet. All judges on the panel should sign this sheet and return it to the host school administrator or his/her designee.

After all three teams have competed in the final round; the judges may discuss each team's performance among themselves. The judges should select, by majority vote, the winning team, and the second place team and complete the Final Round Results Sheet. All judges in the panel must sign this sheet and return it to the host school administrator or his/her designee.

Regarding the client's role, the client should be invited by the judges to participate in the judges' conference after all the teams have competed and prior to scoring. The client's participation in that conference is as an advisor to the judges and the client does not have a vote in determining the winning team. The client should not converse with any of the teams outside the scope of the interview but may

informally share his or her perceptions with the teams outside the presence of the judges after all the teams in the round have competed and the judges have indicated that the client may leave.

XIII. TABULATION SHEET

In Section Six of these instructions, you will find a tabulation sheet. You should use this sheet to determine the scores for each team following the preliminary round. You should make two independent tabulations of the Judges Score Sheet. The independent tabulations should be made by two groups consisting of at least (i) one representative of the host school and (ii) one team judge who is not affiliated with the host school. Any discrepancies between the two computation groups should be resolved before the tabulation sheet is distributed. Once the tabulation 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.

XIV. TIE-BREAKING PROTOCOLS

If more than six teams, or the rankings of the teams, are tied for the semifinals, the ties shall be broken using the following protocols:

First Tie-Breaking Protocol. The host school administrator, meeting with the available faculty advisors, shall determine the teams for the semifinal round, eliminating all teams (among the tied teams) that had lost in head-to-head competition; e.g., assume that teams A, B, C, and D are tied for fifth and sixth place. If teams A and B have met in a round in which team A received a lower score among the judges than team B, team B would be eliminated from the semifinal round; and if teams C and D have met in a round in which team C received a lower score among the judges than team D, team D would be eliminated from the semifinal round. Thus, teams A and C would advance to the semifinal round. Use this same protocol for a three-way tie: e.g., assume A, B, and C are tied for sixth place. If head-to-head comparison between A and B eliminates B, but there is no head-to-head comparison to break the tie between A and C, then B is eliminated and A and C move onto the second tie-breaking protocol.

Second Tie-Breaking Protocol. If a head-to-head comparison does not produce a clear semifinal team(s), the regional administrator shall determine the other semifinal round participant(s) by counting the number of “1’s” each team received from the judges in the preliminary rounds. The team(s) with the greatest number of “1’s” shall advance. For example, if Team A is ranked fifth after the preliminary rounds, and Teams B, C, and D are tied, and none of the tied teams competed head-to-head, and Team B received four “1’s” and Teams C and D received three “1’s”, Team B would advance.

Third Tie-Breaking Protocol. If a comparison of the number of “1’s” does not produce a clear semifinal team(s), the regional administrator shall determine the other semifinal participant(s) by comparing each team’s scores on each profile. For example, if Team A is ahead after the preliminary rounds, and Teams B, C, and D are tied and the first two tie- breakers have not produced an appropriate number of teams for the semifinal round, the team(s) that won the highest number of rounds determined by comparing the total score of each team in each round, will advance to the semifinals.

If six semifinal teams or the rankings of the semifinal teams cannot be determined by the above-described procedures, then the host school administrator shall determine by lot (among the tied teams) the teams that will compete in the semifinal round.

XV. COACHES’ CHALLENGE PERIOD

A Coaches’ Challenge Period shall exist for five (5) 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.

XVI. Scoring the Semifinal Round. After seeing both of their assigned teams perform, the judges, outside the presence of any observers, should consult with the client and together discuss each team's performance. Thereafter, the judges shall by a majority vote decide which team performed the best in light of the judging standards. If there is not a majority, the judges shall continue to confer until a winning team is selected. After a decision has been reached, the judges should record their decision on the Judges' Semifinal Round Results Sheet. The Judges' Semifinal Round Results Sheet should be given to the host school administrator who will publicly announce the three teams advancing to the final round.

XVI. Order of Performance in the Semifinal and Final Rounds. The team with the lowest cumulative score from the preliminary round is allowed to choose when it performs in the semifinal and final round. The team with the second lowest cumulative score from the preliminary round is then allowed to choose when it performs in the semifinal and final round.

XVII. Judging the Final Round. The final round will be in one room with one panel of judges. After the judges have seen all three teams perform, the judges, outside the presence of any observers, should consult with the client and together discuss each team's performance. Thereafter, the judges shall by a majority vote decide which team performed the best in light of the judging standards. If there is not a majority, the judges shall continue to confer until a winning team is selected. The judges shall also select a second and third place team. After a decision has been reached, the judges should record their decision on the Judges' Final Round Results Sheet. The Judges' Final Round Results Sheet should be given to the host school administrator who will publicly announce the winning team.

XVIII. ROOM ARRANGEMENTS

In many cases, it will not be possible to simulate precisely a law office situation. However, every effort should be made to do so. If it is not possible to employ real office furniture, a table with chairs for the attorneys and clients to use will suffice. Should it be possible, we encourage you to offer participants a selection of furniture: for example, a desk or a table, and various kinds of chairs. Generally, students may move any furniture that can be easily picked up, but if a host location will not permit the furniture to be moved, teams should be notified at the beginning of the competition so that teams will not rearrange the furniture. If facilities at your school permit, chairs for spectators and coaches for the preliminary, semifinal and final rounds should be at the back of the room, at a distance sufficient to prevent the teams from being distracted by the audience. If video facilities permit, for the final round, we recommend placing the spectators and coaches in a room other than that in which the teams are performing and letting them watch the performance on monitors.

XIX. OBSERVATION OF ROUNDS

Under no conditions may a team that is still alive in the competition observe others. A team is “alive” until it has been eliminated from the competition.

- A. Preliminary and Semifinal Round:** Faculty advisors, team coaches, and team alternates, and other observers (see sub point C), 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. Teams that are eliminated may observe other teams compete in subsequent rounds, except in the case of two teams from one school. In that instance, an eliminated team may observe their school’s team compete in the semifinal round, if space is available, but no other.
- B. Final Round:** Anyone may observe the final round except any team member that has participated or will participate in the final round. Observers, including coaches and schoolmates of the final round teams, must comply with the following conditions: 1) observers must enter prior to the commencement of any interview and may not leave until a break in between teams, 2) **observers may not communicate with any of the final round competitors until after the results are announced**; 3) cell phones and other electronic devices must be off and may not be used for any purpose.
- C. Electronic Devices:** Spectators, including coaches, may not use any electronic device during any round, and may not communicate with the competitors, judges, or client in any fashion.

XX. SEQUESTRATION FOR THE FINAL ROUND

Final Round teams must check in with the host school administrator prior to the beginning of the Final Round at the time and place designated by the host school administrator. Failure of a team to check in at the required time shall be a defense to any subsequent protest against any administrative decisions made by the host administrator at the beginning of the Final Round.

Prior to the final round, all three final round teams will be sequestered in a location(s) determined by you as 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. You will need to escort each team to the final round room when it is their turn to perform. Once a team competes in the final round, they may not return to the sequestration room nor may they observe the remaining final round competition teams. They may wait outside or in another part of the building that you have designated. After the judges have seen all the final round teams and conducted their judging conference, the host school administrator will direct all the final round teams to the final round room for the final critiques and results. The waiting room(s) are off limits to anyone other than the team members who are still competing and their coaches. 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 once they have entered the final round room. After a final round team has finished its interview in the final round, it may not observe any remaining final round teams conduct their interview(s) and must avoid contact with any

teams who have yet to perform.

XXI. NOTIFICATION OF REGIONAL WINNER TO CHICAGO OFFICE

IMPORTANT! Please report the regional results to the Law Student Division Chicago Office as soon as possible on the Monday morning following the regional competition via email at ccc@americanbar.org or by fax at 312.988.6033. The school names, team designations and team member names for the first, second and third place teams should be reported.

At the same time, please also forward to the Law Student Division Chicago office a copy of the tabulation sheet from the preliminary round and the Judges' Semifinal and Final Round Results Sheets via email at ccc@americanbar.org or fax at 312.988.6033. The Client Counseling Competition Subcommittee will use this information in deciding any protests and in determining which teams should attend the national competition in the event that higher ranking teams choose not to attend.

XXII. AWARDS

The Law Student Division will award a trophy to each first place team winning a regional competition and certificates to the individual members of that team. These awards will be presented during the national competition in March.

XXIII. HELPFUL DOCUMENTS AND INFORMATION

The Client Counseling Subcommittee has developed a wealth of information designed to facilitate your hosting the regional competition. These documents, which can be found online at the Client Counseling Competition Competitors Page, include:

- Checklists to use for planning purposes
- Sample communications to competitors, judges, and clients
- Instructions for Judging
- Instructions for Clients
- Judge and Client grids
- Score tabulation sheet

American Bar Association
Law Student Division

Client Counseling Competition
Regional Host School Instructions

Section Three

Schedules

INTRODUCTION

The competition consists of five rounds: three preliminary rounds, two semifinal rounds, and the final round. You may choose to complete the competition all in one (very long) day or to conduct it over two days. In deciding what schedule works best for your school, keep in mind the following.

1. The preliminary round will last approximately 3 hours, 30 minutes, and you will need up to 12 interview rooms (depending on how many teams are assigned to your Regional).

There are three preliminary round client profiles. You will use only one profile in each room. The

judges and clients stay in the same room for the three preliminary rounds. The teams travel from room to room to interview three different clients, each with a different client profile. The ABA Law Student Division will send you a list of teams and their corresponding team letter (team sign in sheet). The same client must be used for all three interviews inside a particular room.

The semifinal round will last approximately 2 hours. You will need three interview rooms. Each client will have the same client profile.

The Final Round will last approximately 3 hours, 30 minutes. You will need only one interview room.

2. You must leave sufficient time between the three rounds, particularly between the preliminary round and the semifinal round to allow for tabulation of scores, the challenge period following the preliminary round, announcement of teams that are advancing, as well as time for the advancing teams to regroup and prepare for their next interview. You will also need to have sufficient time to brief the judges and the clients before each round.
3. For any day on which you have rounds scheduled in the morning, you should provide, at a minimum, coffee and tea. Judges and clients should be accommodated in a separate dining area from competitors.
4. Plan to offer one lunch for the competitors and the judges who are in attendance at your competition. Judges and clients should be accommodated in a separate dining area from competitors.
5. For a one-day competition, offer both a lunch and a heavy snack mid- or late-afternoon for the competitors, as well as for the judges and clients whose rounds are beginning or ending around those times. The timing should be taken into consideration in planning the day.

Sample schedules are on the following pages. You must work with Law Student Division staff and your CCC liaison should you wish to develop a different schedule. There are one day and 2 two-day formats – one holds the preliminary rounds in the morning, the other holds the preliminary rounds in the afternoon. **Please note: the times given are suggestions. You should adjust the start times to be consistent with the schedule for your competition, but the time allotments for each round must mirror the sample schedules**

SAMPLE SCHEDULE FOR ONE-DAY REGIONAL COMPETITION FORMAT

Round	Time Frame	# of Rooms
Orientation for Judges, Clients & Competitors	8:00 am to 8:30 am	2 (1 for teams & 1 for judges/clients)
Preliminary Rounds 1	8:30 am to 9:30 am	Up to 12 competition rooms (most regional competitions use 12)
Preliminary Rounds 2	9:45 am to 10:45 am	
Preliminary Rounds 3	11:00 am to 12:00 pm	
LUNCH (and Semifinal Team Announcement)	12:00 pm to 1:00 pm	2 lunch rooms (1 for teams & 1 for judges/clients)
Orientation for Judges & Clients	12:30 pm to 1:00 pm	1 (for judges/clients)
Semifinal Round (first set of teams)	1:00 pm to 2:00 pm	3 competition rooms
Semifinal Round (second set of teams)	2:00 pm to 3:00 pm	
HEAVY SNACKS	3:00 pm to 3:30 pm	
Orientation for Judges & Clients	3:00 pm to 3:30 pm	1 (for judges/clients)
Final Round (Team 1)	3:30 pm to 4:15 pm	1 competition room
Final Round (Team 2)	4:30 pm to 5:15 pm	
Final Round (Team 3)	5:30 pm to 6:15 pm	
Final Round Critique	6:30 pm to 7:00 pm	

SAMPLE SCHEDULE FOR TWO-DAY REGIONAL COMPETITION FORMAT

DAY ONE: PRELIMINARY ROUND
DAY TWO: SEMIFINAL AND FINAL ROUNDS

DAY ONE – PRELIMINARY ROUND

Round	Time Frame	# of Rooms
Orientation for Judges, Clients & Competitors	1:00 pm to 1:30 pm	2 (1 for teams & 1 for judges/clients)
Preliminary Rounds 1	1:30 pm to 2:30 pm	Up to 12 competition rooms (most regional competitions use 12)
Preliminary Rounds 2	2:45 pm to 3:45 pm	
Preliminary Rounds 3	4:00 pm to 5:00 pm	
Semifinal Team Announcement	5:30 pm to 5:45 pm	

DAY TWO – SEMIFINAL AND FINAL ROUNDS

Round	Time Frame	# of Rooms
Orientation for Judges and Clients	8:30 am to 9:00 am	1 (for judges/clients)
Semifinal Round (first set of teams)	9:00 am to 10:00 am	3 competition rooms
Semifinal Round (second set of teams)	10:00 am to 11:00 am	
LUNCH (and Final Round team announcement)	11:00 am to 12:00 pm	2 lunch rooms (1 for teams & 1 for judges/clients)
Orientation for Judges and Clients	12:30 pm to 1:00 pm	1 (for judges/clients)
Final Round (Team 1)	1:00 pm to 1:45 pm	1 competition room
Final Round (Team 2)	2:00 pm to 2:45 pm	
Final Round (Team 3)	3:00 pm to 3:45 pm	
Final Round Critique	4:00 pm to 4:30 pm	

ALTERNATE 1: SAMPLE SCHEDULE FOR TWO-DAY REGIONAL COMPETITION FORMAT

DAY ONE: PRELIMINARY ROUND

DAY TWO: SEMIFINAL AND FINAL ROUNDS

DAY ONE – PRELIMINARY ROUND

Round	Time Frame	# of Rooms
Orientation for Judges, Clients & Competitors	3:00 pm to 3:30 pm	2 (1 for teams & 1 for judges/clients)
Preliminary Rounds 1	3:30 pm to 4:30 pm	Up to 12 competition rooms (most regional competitions use 12)
Preliminary Rounds 2	4:45 pm to 5:45 pm	
Preliminary Rounds 3	6:00 pm to 7:00 pm	
Reception (with Hors D'oeuvres) and Semifinal Team Announcement	7:00 pm to 8:30 pm	

DAY TWO – SEMIFINAL AND FINAL ROUNDS

Round	Time Frame	# of Rooms
Orientation for Judges and Clients	8:30 am to 9:00 am	1 (for judges/clients)
Semifinal Round (first set of teams)	9:00 am to 10:00 am	3 competition rooms
Semifinal Round (second set of teams)	10:00 am to 11:00 am	
LUNCH (and Final Round team announcement)	11:00 am to 12:00 pm	2 lunch rooms (1 for teams & 1 for judges/clients)
Orientation for Judges and Clients	12:30 pm to 1:00 pm	1 (for judges/clients)
Final Round (Team 1)	1:00 pm to 1:45 pm	1 competition room
Final Round (Team 2)	2:00 pm to 2:45 pm	
Final Round (Team 3)	3:00 pm to 3:45 pm	
Final Round Critique	4:00 pm to 4:30 pm	

ALTERNATE 2: SAMPLE SCHEDULE FOR TWO-DAY REGIONAL COMPETITION FORMAT

DAY ONE: PRELIMINARY ROUND AND SEMIFINAL ROUND DAY TWO: FINAL ROUND

DAY ONE– PRELIMINARY ROUND AND SEMIFINAL ROUND

Round	Time Frame	# of Rooms
Orientation for Judges, Clients & Competitors	8:00 am to 8:30 am	2 (1 for teams & 1 for judges/clients)
Preliminary rounds 1	8:30 am to 9:30 am	Up to 12 competition rooms (most regional competitions use 12)
Preliminary rounds 2	9:45 am to 10:45 am	
Preliminary rounds 3	11:00 am to 12:00 pm	
LUNCH and Semifinal Team Announcement	12:00 pm to 1:00 pm	2 lunch rooms (1 for teams & 1 for judges/clients)
Orientation for Judges & Clients	12:30 pm to 1:00 pm	1 (for judges/clients)
Semifinal Round (first set of teams)	1:00 pm to 2:00 pm	3 competition rooms
Semifinal Round (second set of teams)	2:00 pm to 3:00 pm	

DAY TWO – FINAL ROUND

Round	Time Frame	# of Rooms
Orientation for Judges & Clients	8:30 am – 9:00 am	1 (for judges/clients)
Final Round (Team 1)	9:00 am to 9:45 am	1 competition room
Final Round (Team 2)	10:00 am to 10:45 am	
Final Round (Team 3)	11:00 am to 11:45 am	
Final Round Critique	12:00 pm to 12:30 pm	

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Section Four

Briefing Documents

A. ORIENTATION FOR CLIENTS

Conduct the Orientations for the Clients and Judges with both groups in the same room.

1. Welcome the role players and thank them for their participation.
2. Explain that this is a regional competition and that there are X teams here from X different law schools in the region. But they are not to try to ascertain what schools the teams are from.
3. Determine who is here. If you have more clients than you need, invite the extras to leave. You need to have the right number of clients for each profile. If role players need to switch roles because a client or clients did not show up, try to determine this as soon as possible. Ask for volunteers to switch roles and give them time to prepare.
4. Play Orientation **video** for judges and clients for the appropriate round (preliminary, semi-final, or final)
5. Assign clients to rooms.
6. Review the information on the “Instructions for Clients” sheet that was previously sent to the clients. Go over the competition format. Emphasize the need for both consistency in the way they portray the client in the two or three interviews they will be participating in and, at the same time, the need to flexibly react to the lawyers and their various approaches. The same questions should be answered in the same way, but the information given the attorneys will vary from interview to interview because of the differences in the attorneys’ questions and interviewing styles and the differences in the comfort level the client feels with the attorneys. Advise clients (and judges) that in the event a client makes a mistake or goes “off script” during the course of an interview, the client must make the same mistake in subsequent rounds to avoid inadvertently benefiting one team over another. Clients should not correct their mistake for subsequent round teams.
7. Tell the clients that you prefer that they do not look at their scripts during the interviews. If they absolutely need to, treat them as notes they made before the interview to help them remember everything. Refer to these notes equally in each interview.
8. Instruct clients that if they are asked for information that does not appear in the script that they should make up an answer consistent with the facts that they have been given or, if appropriate, say that they don’t know.
9. Ask if they have any questions about their roles. Ask that they take a few minutes to read the scenarios again. Go over the important aspects of each of the profiles. Tell them about any material they will need to bring into the interview with them and where they can get additional copies. Remind them that they should be relatively cooperative clients unless the role directs otherwise. They should answer the questions asked, but they shouldn’t necessarily expand upon their answers in great detail. Make the attorneys probe for the detail. If time, practice with one or more of the clients.
10. Give them an interview schedule. Tell them to keep track of the time and that they should be outside of their rooms a few minutes before the schedule says the interviews are to begin.
11. Tell them where they should go between interviews and where there will be snacks and drinks. Tell them that they may not sit in on the evaluations of the teams that interview them. They should check with their judges to see if the judges want to speak with them after all the interviews are completed and should not leave until dismissed by the host school administrator.
12. Tell them that they should not converse outside of the interview room with anyone associated with a team.
13. Remind them to turn off all pagers, cell phones etc. prior to each interview.
14. If you will be providing lunch to the clients, tell them when and where the lunch will be.
15. Have volunteers show them where their rooms are.

B. ORIENTATION FOR JUDGES

Conduct the Orientation for Judges and Clients with both groups in the same room.

1. Introduction
 - A. Thank judges for giving their valuable time to assist law students by judging the competition. B. Introduce the people running the competition. Make sure that all the judges have all the material they need — the appropriate consultation situation and confidential profile, interview schedule, fee schedule, standards for judging, score sheets, the right number of evaluation forms, judges' timekeeping sheet, and paper and pens if needed.
2. Context of Competition
 - A. Today is the regional Client Counseling Competition. There are X teams here from law schools from different states. The teams were selected by their respective schools, usually through intraschool competitions. **DURING THE COMPETITION, THE TEAMS SHOULD BE REFERRED BY LETTER (TEAM A, TEAM B, ETC.). IT IS IMPORTANT THAT JUDGES NOT TRY TO ASCERTAIN THE SCHOOLS THE COMPETITORS REPRESENT.**
 - B. If you recognize a team member, team alternate, or faculty advisor/coach, please inform the host school administrator immediately. We will attempt to place you in another room. Of course, once you have watched the first team compete it is too late to make changes. It is important that you make an impartial decision even if it turns out that you know or have a good idea which school a team is from.
 - C. Please do not communicate with anyone associated with a team outside of the interview room.
 - D. Each student team will perform three interviews. They will be scored not only by your panel, but by two other sets of judges as well. The six teams that score the best in the preliminary rounds will proceed to the semifinal round with the best three teams advancing thereafter to the finals.
 - E. You must watch the complete interview session for all the teams you are judging. Please do not leave the interview room during a team's performance. Please turn off all pagers, cell phones etc. before judging a round.
 - F. The winner of this regional competition will compete in the nationals in March.
 - G. The national winner will compete in an international competition with teams from over 20 countries, including, Australia, Canada, England, Wales, Ireland, Scotland, Northern Ireland, India, New Zealand, South Africa, Sri Lanka, and others in April.
3. Play the appropriate Orientation video to judges and clients (preliminary, semi-final or final round)
4. Format of the Competition
 - A. A team of two students has 45 minutes to interview the client and hold a post-interview discussion with each other. Before they begin, make sure you get the names of the competitors so you can critique them by name. The 45 minutes begin when the attorneys t speak to the client or about the client or the case.
 - B. When the interview is over and the client leaves, the students conduct the post-interview consultation. The students may review facts, point out facts that have been omitted, self- critique style and substance, plan strategy, write a letter or memorandum, or otherwise creatively use the time. The students may confer privately before they begin to talk loudly enough that you can hear them.
 - C. Immediately after each team's post-consultation discussion, you should provide the team with a critique of the team's handling of the interview and the post-interview discussion. If the interview/post-interview takes the full 45 minutes, you will have 15 minutes for the critique then another 15 minutes for any between rounds break you want to take. Try to keep the competition on time as the student/lawyers will need to get to their next interview after the one you are judging. For the final round: You should provide all three teams with critiques of their performances together at the end of the last interview.

The first thing you should do in your critique is introduce yourself. In your eventual scoring of the teams, we ask you not to take into consideration the teams' reaction to your critique. The client should not be present during any of the critiques. When making your comments, remember that the students will pay close attention to what you say and may try out your suggestions in their next interview. So make sure that you emphasize general principles of good interviewing and not idiosyncratic beliefs that judges critiquing other rounds may not agree with.

5. Judging and Scoring

- A. When all the teams have completed their interviews and have been critiqued, it is time for you to judge the teams.
- B. The teams are to be judged by the criteria contained in the judging standards. The standards are inherently subjective as client counseling cannot be measured on an empirical point scale.
 - 1) No one aspect of the judging should make or break a team. Every team has strengths and weaknesses, and judges should look to see how the various standards are performed by the team relative to the other teams.
 - a) Accuracy and sophistication of legal advice. It is certainly better to know the law than to misstate it. However, many lawyer-judges stress the treatment of the law and ignore other factors. Judge the teams on all the factors listed in the Judging Standards. If everything else is equal, the team that is stronger on the law should win. Moreover, judges may penalize students for giving incorrect legal advice. But remember this is only one aspect of the many factors you should be looking at as a judge. Advising clients in an initial interview that research on an identifiable legal issue is needed before legal advice is given is certainly acceptable. Regarding fees and law office management, judges should not expect students to demonstrate the proficiency of an experienced attorney. **NOTE THAT THE TEAMS HAVE BEEN INSTRUCTED TO APPLY THE LAW OF THE JURISDICTION IN WHICH THEIR LAW SCHOOL IS LOCATED.**
 - b) Issue spotting and raising facts during post-consultation discussion (wrap-up). Often, since two or three teams may be very close, a decision may turn on whether a team raised a particular issue and discussed it while the client was in the room, or whether it was discussed solely during the wrap-up. Sometimes a team misses an issue altogether. The failure to raise one issue may not be fatal, but it must be balanced with the rest of the student's performance. However, everything being equal, it is better to deal with an issue while the client is in the office, and somewhat less satisfactory to handle an issue during the wrap-up unless a compelling strategy for not raising the issue with the client is presented during the wrap-up.
 - c) Use of Time. Each team has 45 minutes to complete its interview and the post-interview discussion. In each room, one of the judges should keep track of the time on the judges' timekeeper's sheet and should stop the session if it is still going on after 45 minutes. Each session should consist of both the interview with the client and a meaningful post-interview discussion. If a team fails to conduct a post-interview discussion, it will result in the team's disqualification. Teams that do not use the entire 45 minutes should not be penalized merely because they did not use that time, but should be judged as to how they did use their available time and what might have been accomplished in the unused time.
 - d) Fees. Teams are to use the Fee Schedule. Do not consider in your evaluation of the teams whether retainers are asked for or the amount of retainers they charge, but you can consider the way they are explained to the client if they are used.
 - e) Utilize the Judging Standards. Students have prepared for the competition by using the judging standards as provided, and should be judged on those standards. Briefly go over standards. Often, lawyers or mental health professionals will judge a team in comparison to how that professional would handle the situation in his or her office. For instance, you might like to offer advice to a client as questions occur during the interview, while the students might choose to defer questions until they have more facts. It is important that you understand why the students made a particular strategic

choice, and judge them as to the soundness of that choice and how well it was executed. It is also important that attorney judges focus their evaluation and assessment on the substantive legal issues, issues of legal ethics and conflicts of interest, and the intricacies of legal counseling and the counselor judges focus their evaluations on the interpersonal skills between the team members and between the competitors and the client, the ability of the competitors to identify a client in crisis and their ability to address the client's immediate emotional/psychological need.

- 2) Take careful notes. You will be judging two or three teams. It may take an elapsed time of three-and-a-half hours from the moment the first team entered the office until you finish your last critique. Since the teams will be dealing with a client who is trying to be consistent, and many of the same points will be covered, it is difficult to differentiate between teams by memory alone. Quite often teams that perform early are at a disadvantage merely because the judges cannot remember what they said and how they said it because so much intervening communication has taken place. In the same light, the judges might remember what was said by a later team, but will not remember those things, which the first team covered, but were omitted by later teams. The actual words of the participants are sometimes the best evidence upon which to base a close decision in your deliberation.

All of this dictates that you should take careful notes of the actual words used by the students and the client so that you will be in a position to fully recall the various performances during the deliberation.

- 3) Deliberation. After the last critique the judges should, armed with a complete record, discuss the teams among themselves. It is important not to make snap judgments about which team was the best before sharing impressions and observations about the positive and negative aspect of each team's performance. Often, this type of review will refresh recollections and make the ultimate decisions easier. Judges are to make independent decisions on the team rankings during the preliminary rounds, but joint decisions on the team rankings during the semifinal and final rounds.
- 4) Use of the client. If he or she is available, the judging panel should consult with the client after and only after the final team has completed its performance. You may ask the client for his or her impressions, feelings, or reactions to the various teams. Before the round begins, confirm with the client whether you will want to consult with him/her after you have viewed all teams in the round. To avoid the appearance of impropriety, once the round has begun the judges shall not communicate with the client until after all teams have performed.
- 5) Role players. The role players have been instructed to attempt to be as consistent as possible in all the sessions. However, if they do vary in their performances, students should be neither penalized nor helped by inconsistencies in the role player's performance. Often it takes a while for a client to warm-up and he or she improves and offers more information in subsequent interviews. Again, you must be careful that early teams are not penalized by this phenomenon. Of course, a client's reactions will legitimately vary from interview to interview due to the nature of the relationship the attorneys establish with the client. Advise judges (and clients) that in the event a client makes a mistake or goes "off script" during the course of an interview, the client must make the same mistake in subsequent rounds to avoid inadvertently benefitting one team over another.
- 6) Props and furniture. Students may move furniture in a reasonable way and may use hospitality props, such as water, tissues, etc. You should not consider a team's use of props in your evaluation of their performance.

C. Instructions for scoring the Preliminary Round (to be used with preliminary round judges only).

1) After discussing the teams' performances with each other, each judge should individually, and independently, rank the teams. Each judge's rankings do not have to be the same. Each judge must give 1 point to the one team that in his or her opinion performed the best in light of the judging standards. Then based on the relative performance of each team, each judge should give 2 points to the second place team and 3 points to the third place team. On the scoring sheets, refer to the teams by their team designation (Team A, Team G, etc.). You may not award half points. There cannot be a tie.

2) *If a competition room only has two teams competing*, then each judge must give one (1) point to the (1) team that, in his or her opinion, performed the best in light of the judging standards. Then, each judge must give two (2) points to the other team competing in that room. Judges cannot award three (3) points in a competition room that only observes two teams.

3) After these preliminary rounds, the points will be added up and, on the basis of total points received, six teams will move forward to the semifinal round.

Be sure to fully fill out the scoring sheet including the room and profile number (1, 2, or 3).

Please personally hand in your own score sheet to X in room X Do not leave until a competition official has checked over your sheet to make sure it is filled out accurately. You should also turn in your written comments on the Evaluation Forms at this time.

2) Instructions for scoring the semifinal round (to be used with the semifinal judges only).

After discussing the teams' performances with each other, each judge should vote for the team that in the judge's opinion performed better. The team that receives a majority of first place votes is the winner, and the letter assigned to that team should be indicated on the Semifinal Round Results Sheet. Please also indicate the team letter of the team that placed second. All semifinal judges must sign the Results Sheet – there will be only one. Be sure to fill out the Results Sheet completely, including the room number and your cell phone number. One of the judges should return the Results Sheet to X in Room X. You should also turn in your written comments on the Evaluation Forms at this time.

3) Instructions for scoring the final round (to be used with the final round judges only). After discussing the teams' performance with each other, the judges should determine the first, second, and third-place teams. Each judge should vote for the team that she or he believes performed best. The team that receives a majority of first place votes shall be listed as the winner. The judges should then determine the second- and third-place teams and note all results on the Final Round Result Sheet. Please fill out the Result Sheet completely and return it to host school representative at a location to be announced. After you have turned in the Result Sheet, please give your critique to each of the teams, and we will announce the winner at that time. Please turn in your Evaluation Sheets and written comments before you leave for the day.

6. Conclusion

A. Ask the judges to take a few minutes to read through the scenario again. B. Answer questions.

C. If any other problem or question arises, notify a host school representative immediately. D. Go over room assignments. Volunteers should be available to show the judges to their rooms.

C. TEAM MEMBERS AND COACHES MEETINGS

Some regional hosts will cover some of these items at a reception the evening before the pre-round orientation. All of these items should be covered at some time before the competition begins.

1. Words of welcome
 - a. Introduce members of the host team.
 - b. Consider asking one of your deans to say a few words of welcome.
(unless done so already)
2. Pairings with rooms
 - i. Make sure all teams have checked in and listed the names of the team members assigned to each team.
3. Schedule for tournament
 - i. **Remind them that the preliminary rounds must take place as scheduled. They need to move from one room to the next without delay.**
 - b. Changes for this year.
4. Identify the proper Host School Administrator in the event of competition violations and disputes and make sure everyone knows where that person will be located during the tournament. Consider providing competitors and coaches with a cell phone number of one of the host team.
 - a. **Tell them that the competition must run by the ABA rules. You cannot make changes to the rules because the ABA wants all regions to run similarly.** Make sure you mention these examples of frequently asked questions:
 - i. Can we use our smart phones to time keep? Answer: NO (see rule #9)
 - ii. Do we need to mention the law? Answer: YES, the law is relevant when counseling a client. Use the law of your jurisdiction. Judges are told not to penalize you if the law of your jurisdiction is different from theirs, but they are expecting you to generally discuss the law (see rule #9)
 - iii. Must we use the fee schedule in the rules? Answer: YES (see Appendix #1 in the Rules)
4. Read the rule regarding use of notes and props (see rule #9) Required post-consultation mandatory
4. Tell them when and where lunch/refreshments will be served.
5. Tell them when and where the semifinal and final rounds will be announced and where they will be held and explain that at the end of those rounds you will need to get information from the teams to send to the Law Student Division Chicago office. Explain that the winning team that they will receive their regional trophy at the national competition.
6. Questions?

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Regional Host School Instructions

Section Five

Pairing Schedules

Which pairing schedule you use depends on how many teams are scheduled to compete in your region. The Law Student Division Chicago office will advise you of the number of teams scheduled to compete. **You are obligated to use one of the pairing schedules that follows, although the times (i.e. the information in the first two columns) for each round may be adjusted; however, the duration may not.**

CLIENT COUNSELING COMPETITION

Pairing Schedule for a 9-Team Regional Competition

Preliminary Rounds

<u>Profile 1</u>	<u>Sample Schedule</u>	<u>Your Schedule*</u>	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>
Preliminary Round 1	8:30 – 9:30 am		Team A	Team D	Team G
Preliminary Round 2	9:45 – 10:45 am		Team B	Team E	Team H
Preliminary Round 3	11:00 – 12:00 pm		Team C	Team F	Team I
<u>Profile 2</u>					
			<u>Room 4</u>	<u>Room 5</u>	<u>Room 6</u>
Preliminary Round 1	8:30 – 9:30 am		Team H	Team C	Team B
Preliminary Round 2	9:45 – 10:45 am		Team A	Team I	Team F
Preliminary Round 3	11:00 – 12:00 pm		Team D	Team E	Team G
<u>Profile 3</u>					
			<u>Room 7</u>	<u>Room 8</u>	<u>Room 9</u>
Preliminary Round 1	8:30 – 9:30 am		Team E	Team I	Team F
Preliminary Round 2	9:45 – 10:45 am		Team G	Team D	Team C
Preliminary Round 3	11:00 – 12:00 pm		Team A	Team B	Team H

*In each Preliminary Round, nine competition rooms will be in active competition. The schedule above is provided as an example but your own competition schedule will depend on whether you are conducting a one-day or two-day competition and whether you are starting in the morning or in the afternoon. You can adjust the schedules but you may not change the duration or the Rounds or the Team Pairings.

If one, two, or three schools have two teams in the competition, those teams should be assigned by random drawing to be Teams A & I, Teams B & E, and/or Teams C & D.

If schools have three teams in the competition, those teams should be assigned by random drawing to be Teams C, D, G, Teams B, E, H and/or Teams A, F, I

If four schools have two or more teams in the competition, all teams should be assigned by random drawing.

Top six point leaders go to semifinal round.

The judges and clients stay in the same room for the entire preliminary rounds. The teams travel from room to room to interview three different clients, each with a different client profile.

**CLIENT COUNSELING
COMPETITION**

Pairing Schedule for an 11-Team Regional Competition

Preliminary Rounds

<u>Profile 1</u>	<u>Sample Schedule</u>	<u>Your Schedule*</u>	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>
Preliminary Round 1	1:00 – 2:00 pm		Team A	Team D	Team G	Team J
Preliminary Round 2	2:15 – 3:15 pm		Team B	Team E	Team H	Team K
Preliminary Round 3	3:30 – 4:30 pm		Team C	Team F	Team I	OPEN
<u>Profile 2</u>						
			<u>Room 5</u>	<u>Room 6</u>	<u>Room 7</u>	<u>Room 8</u>
Preliminary Round 1	1:00 – 2:00 pm		OPEN	Team B	Team F	Team E
Preliminary Round 2	2:15 – 3:15 pm		Team A	Team I	Team C	Team G
Preliminary Round 3	3:30 – 4:30 pm		Team D	Team K	Team H	Team J
<u>Profile 3</u>						
			<u>Room 9</u>	<u>Room 10</u>	<u>Room 11</u>	<u>Room 12</u>
Preliminary Round 1	1:00 – 2:00 pm		Team I	Team H	Team C	Team K
Preliminary Round 2	2:15 – 3:15 pm		Team F	Team J	OPEN	Team D
Preliminary Round 3	3:30 – 4:30 pm		Team A	Team B	Team E	Team G

*In each Preliminary Round, eleven competition rooms will be in active competition. The schedule above is provided as an example but your own competition schedule will depend on whether you are conducting a one-day or two-day competition and whether you are starting in the morning or in the afternoon. You can adjust the schedules but you may not change the duration or the Rounds or the Team Pairings.

If schools have two teams in the competition, those teams should be assigned by random drawing to be Teams A & G, Teams B & E, Teams C & I, Teams D & J, and/or Teams F & K.

Top six point leaders go to semifinal round.

The judges and clients stay in the same room for the entire preliminary rounds. The teams travel from room to room to interview three different clients, each with a different client profile.

**CLIENT COUNSELING
COMPETITION**

Pairing Schedule for a 12-Team Regional Competition

Preliminary Rounds

<u>Profile 1</u>	<u>Sample Schedule</u>	<u>Your Schedule*</u>	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>
Preliminary Round 1	9:00 – 10:00 am		Team A	Team D	Team G	Team J
Preliminary Round 2	10:15 – 11:15 am		Team B	Team E	Team H	Team K
Preliminary Round 3	11:30 – 12:30 am		Team C	Team F	Team I	Team L
<u>Profile 2</u>			<u>Room 5</u>	<u>Room 6</u>	<u>Room 7</u>	<u>Room 8</u>
Preliminary Round 1	9:00 – 10:00 am		Team L	Team B	Team F	Team E
Preliminary Round 2	10:15 – 11:15 am		Team A	Team I	Team C	Team G
Preliminary Round 3	11:30 – 12:30 am		Team D	Team K	Team H	Team J
<u>Profile 3</u>			<u>Room 9</u>	<u>Room 10</u>	<u>Room 11</u>	<u>Room 12</u>
Preliminary Round 1	9:00 – 10:00 am		Team I	Team H	Team C	Team K
Preliminary Round 2	10:15 – 11:15 am		Team F	Team J	Team L	Team D
Preliminary Round 3	11:30 – 12:30 am		Team A	Team B	Team E	Team G

*In each Preliminary Round, twelve competition rooms will be in active competition. The schedule above is provided as an example but your own competition schedule will depend on whether you are conducting a one-day or two-day competition and whether you are starting in the morning or in the afternoon. You can adjust the schedules but you may not change the duration or the Rounds or the Team Pairings.

If schools have two teams in the competition, those teams should be assigned by random drawing to be Teams A & G, Teams B & E, Teams, C & I, Teams D & J, Teams F & K, and/or Teams H & L.

If schools have three teams in the competition, those teams should be assigned by random drawing to be Teams C, E, & I, Teams B, D, & J and/or F, H, & L

Top six point leaders go to semifinal round

The judges and clients stay in the same room for the entire preliminary rounds. The teams travel from room to room to interview three different clients, each with a different client profile.

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**CLIENT COUNSELING
COMPETITION**

**Regional Competition
Semifinal Round Pairing Schedule**

The team with the lowest score after the preliminary rounds is allowed to choose when it performs in the semifinal round. In case of a tie, the order will be determined pursuant to the tie-breaking protocols in Article 8(IV) (C) of the Competition Rules.

Time slots listed below depend on which format the host school chooses – either a 1-day or 2-day. There are two 2-day formats – one holds the semifinal round in the afternoon of the first day; the other holds the semifinal round in the morning of the second day.

		<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>
<u>1-day or 2-day Format</u>	<u>2-day Format</u>	1 st place v. 6 th place	2 nd place v. 5 th place	3 rd place v. 4 th place
1:00 pm 2:00 pm	9:00 am to 10:00 am	First set of teams compete		
2:00 pm to 3:00 pm	10:00 am to 11:00 am	Second set of teams compete		

Winner from each room goes to final round.

Regional Competition Final Round Pairing Schedule

The team with the lowest cumulative score is allowed to choose when it performs in the final round. The team with the second lowest cumulative score is then allowed to choose when it performs in the final round. In case of a tie, the order will be determined pursuant to the tie-breaking protocols in subsection C of Article 8(IV) (C) of the Competition Rules.

Time slots listed below depend on which format the host school chooses – either a 1-day or 2-day. There are two 2-day formats – one holds the final round in the morning of the second day, the other holds the final round in the afternoon of the second day.

<u>1-day Format</u>	<u>2-day Formats</u>		<u>Final Round Room</u>
3:30 pm to 4:15 pm	9:00 am to 9:45 am	12:00 pm to 12:45 pm	1 st Final Round Team
4:30 pm to 5:15 pm	10:00 am to 10:45 am	1:00 pm to 1:45 pm	2 nd Final Round Team
5:30 pm to 6:15 pm	11:00 am to 11:45 am	2:00 pm to 2:45 pm	3 rd Final Round Team
6:30 pm to 7:00 pm	12:00 pm to 12:30 pm	3:00 pm to 3:30 pm	Critique of all three teams

After the last team in the Final Round competes, the judges will meet to decide the winner of the regional competition. After the judges have turned in the Final Round Results Sheet, the judges will provide a brief critique of each of the finalists, and the host school administrator will announce the winner, and the second- and third-place teams.

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Law Student Division

Client Counseling Competition
Regional Host School Instructions

Section Six

Score Sheets, Evaluation Sheets, Judges' Time Sheet, and Tabulation Sheet

CLIENT COUNSELING COMPETITION STANDARDS FOR JUDGING

1. *Working Atmosphere:* Established the beginning of an effective professional relationship and working atmosphere and, if and when appropriate, oriented the client to the special nature of the relationship, including confidentiality, explanation of fees, responded to client's concerns, discussed mutual obligations and rights, after-hours availability, duration and plan of the consultation etc. in a courteous, sensitive and professional manner.
2. *Description of the Problem:* Learned how the client viewed his or her situation, using a combination of listening and questioning, drawing out both information and feelings, as appropriate, to develop a reasonably complete and reliable description of the problem.
3. *Client's Goals and Expectations:* Learned the client's goals and initial expectations, modified or developed these as necessary.
4. *Problem Analysis:* Analyzed the client's problem with creativity and from both legal and non-legal perspectives, resulting in a clear and useful formulation of the problem.
5. *Substantive Law:* Accurately articulated the applicable substantive law from their jurisdiction or identified legal issues that required more research before legal advice could be given.
6. *Moral and Ethical Issues:* Recognized, clarified, and responded to any moral or ethical issues that may have arisen, without being prejudicial or judgmental.
7. *Alternative Courses of Action:* Consistent with the analysis of the client's problem, developed a set of potentially effective and feasible alternatives, both legal and non-legal.
8. *Client's Informed Choice:* As appropriate, assisted the client in his or her understanding of problems and solutions and in making an informed choice, taking potential legal, economic, social, and psychological consequences into account.
9. *Effective Conclusion:* Concluded the interview skillfully and left the client with a feeling of reasonable confidence and understanding, with appropriate reassurance, and with a clear sense of specific expectations and mutual obligations to follow.
10. *Teamwork:* As collaborating counselors, worked together as a team, with flexibility and an appropriate balance of participation.
11. *Post-Interview Reflection:* During the follow-up phase, gave evidence of having recognized their own and the client's feelings, the strengths and limitations of their interviewing and counseling skills, their handling of the substantive aspects of the client's problems (legal and non-legal), and provided for an effective follow-up.
12. *Overall Rating:* Synthesizing the above criteria, including how effectively the team used its time, how do you rate the client counseling team?

Judges will use the following scale to assess the performance of the team on each of the standards above. At their option, judges may provide additional written feedback.

a = highly effective b = effective c = somewhat effective d = ineffective e =very ineffective

Oral feedback during the preliminary round should be limited to about 2 minutes/judge and should highlight one compliment and two areas of improvement.

JUDGING GUIDELINES

In addition to promoting the development of practical lawyering skills, the ABA seeks to promote an inclusive, educational, and positive experience for all competitors and coaches. The ABA appreciates your effort at providing measured, balanced, respectful, and constructive feedback that focuses on the competitor's interviewing and client counseling skills.

Oral feedback to competitors should be confined to those areas that are properly the basis of the judging criteria indicated above. As further guidelines, we provide the following:

Types of Oral Feedback Encouraged

- How the competitors discussed the relevant substantive law (despite jurisdictional differences)

Types of Oral Feedback Prohibited

- Appearance (clothing, facial features, hair, makeup, grooming, suit fit)
- Speech impediment and accents
- Race and ethnicity – including names or surnames
- Gender, gender identity or gender expression
- Religious clothing or jewelry
- Other things that a competitor cannot change for the next round
- Jurisdictional differences in the substantive law

**American Bar Association
Law Student Division
CLIENT COUNSELING
COMPETITION**

**Judge's Score Sheet
Preliminary Rounds**

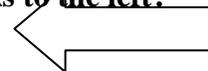
Judge: _____ Room: _____
Date: _____ Profile: _____

Each judge scores the teams independently and CANNOT give ties.

Following discussion by the judges among themselves and possible consultation with the client, each judge, judging independently, must give one (1) point to the one team that performed the best in light of the judging standards. Then, based on the relative performance of each team, each judge must give 2 points to the team, which performed second best, and 3 points to the team, which performed third best. Judges may **NOT** award half points. There may not be ties between teams.

First Place	Team Letter _____	<u> 1 </u> (1 point)
Second Place	Team Letter _____	<u> 2 </u> (2 points)
Third Place*	Team Letter _____	<u> 3 </u> (3 points)

**Have you filled in all the
blanks to the left?**



**There is no 3rd place/3 point allocation in a competition room with only two competing teams.*

Judge's Signature _____ Cell Phone # _____
(in case of scoring discrepancy)

Please return to _____ in Room _____.

Be sure to fully fill out the scoring sheet including the room and profile number (1, 2, or 3). Please personally hand in your own score sheet. Do not leave until a competition official has checked over your sheet to make sure it is filled out accurately. You should also turn in your written comments on the Evaluation Forms at this time.

Received & confirmed: _____
Host School Representative

Thank you for your participation in the ABA Law Student Division Competitions Program.

**American Bar Association
Law Student Division
CLIENT COUNSELING
COMPETITION**

Judges' Semifinal Round Results Sheet

Judge: _____ Room: _____

Date: _____

After seeing both of their assigned teams perform and after consultation with the client, **the judges should together discuss each team's performance** and by a majority vote decide which team performed the best in light of the judging standards. If there is not a majority, the judges shall continue to confer until a winning team is selected. After a decision has been reached, the judges should record their decision on the Judges' Semifinal Round Results Sheet.

We find that the order of finish in the semifinal round is:

First Place Team Letter _____

Second Place Team Letter _____

Judges' Signatures:

Cell Phone # (in case of scoring discrepancy)

Thank you for your participation in the ABA Law Student Division Competitions Program.

American Bar Association
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Judges' Final Round Results Sheet

After the judges have seen all three teams perform, the judges, after consultation with the client, **should together discuss each team's performance** and by a majority vote decide which team performed the best in light of the judging standards. If there is not a majority, the judges shall continue to confer until a winning team is selected. The judges shall also select a second place team. After a decision has been reached, the judges should record their decision on the Judges' Final Round Results Sheet.

We find that the order of finish in the Final Round is:

First Place Team Letter _____

Second Place Team Letter _____

Third Place Team Letter _____

Judges' Signatures:

Cell Phone # (in case of scoring discrepancy)

Thank you for your participation in the ABA Law Student Division Competitions Program.

**CLIENT COUNSELING COMPETITION
JUDGES' TIME SHEET**

Each panel of judges should appoint one of the judges as timekeeper. The timekeeper should use this sheet to keep track of the time and should stop a team at the time indicated.

1st team

Time round started (when attorneys greet client):

A. _____

Determine time round must end by (45 minutes after round started)

B. _____

Stop the team at this time!

(time from A plus 45 minutes)

Time round ended (after post-interview consultation)

(Must be 45 minutes or less from time round started)

C. _____

2nd team

Time round started (when attorneys greet client):

A. _____

Determine time round must end by (45 minutes after round started)

B. _____

Stop the team at this time!

(time from A plus 45 minutes)

Time round ended (after post-interview consultation)

(Must be 45 minutes or less from time round started)

C. _____

3rd team (Doesn't apply to semifinal round.)

Time round started (when attorneys greet client):

A. _____

Determine time round must end by (45 minutes after round started)

B. _____

Stop the team at this time!

(time from A plus 45 minutes)

Time round ended (after post-interview consultation)

(Must be 45 minutes or less from time round started)

C. _____

CLIENT COUNSELING COMPETITION EVALUATION FORM

JUDGE: _____ STUDENT ATTORNEY: _____

DATE: _____ STUDENT ATTORNEY: _____

ROOM: _____ TEAM LETTER _____

NAME OF CLIENT IN PROFILE: _____

Please use the following scale in order to assess the performance of the team. Any additional comments may be written in the blank spaces below the ratings.

a = highly effective **b** = effective **c** = somewhat effective **d** = ineffective **e** = very ineffective

- | | |
|--|--|
| 1. Working Atmosphere: Established effective relationship with client. | a b c d e |
| 2. Problem Description: Learned how client views his or her situation and problems. | a b c d e |
| 3. Client's Goals: Learned the client's initial goals and expectations. | a b c d e |
| 4. Problem Analysis: Analyzed the client's problems. | a b c d e |
| 5. Moral/Ethical Issues: Recognized and dealt with moral and ethical issues. | a b c d e |
| 6. Alternative Courses of Action: Developed alternative solutions. | a b c d e |
| 7. Client's Informed Choice: Assisted client in understanding and making informed choices among possible courses of action. | a b c d e |
| 8. Effective Conclusion: Effectively concluded the interview. | a b c d e |
| 9. Teamwork: Worked together as a team; balance of participation. | a b c d e |
| 10. Mandatory Post-interview Reflections: Effectively analyzed interview and client's problem(s). Failure to include results in a team's disqualification. | a b c d e |

* Please note: Students are instructed to apply the law of their jurisdiction and judges should presume the accuracy of their application despite differences in the law of the host jurisdiction

PLEASE make comments below

Team strengths: _____

Areas for improvement: _____

**Client Counseling Competition
Preliminary Rounds
Score Tabulation Sheet**

Tabulation Team 1: _____
Tabulation Team 2: _____ *Please initial

TEAM	Profile 1			Profile 2			Profile 3			TOTAL POINTS
	Judge 1	Judge 2	Judge 3	Judge 1	Judge 2	Judge 3	Judge 1	Judge 2	Judge 3	
TEAM A										
TEAM B										
TEAM C										
TEAM D										
TEAM E										
TEAM F										
TEAM G										
TEAM H										
TEAM I										
TEAM J										
TEAM K										
TEAM L										

*If two judges instead of three are used, average the score of those two judges and that will be considered the score of the third judge. This may result in half points (1.5 or 2.5). No more than three judges should be used per room. If, for some reason, more than three judges are used, the extra scores should be omitted from the tabulations by random selection. If the extra judge or judges are attorney judges, randomly select from the attorney judges' scores one or more scores to be omitted. If the extra judge or judges are counselor judges, randomly select from the counselor judges' scores one or more scores to be omitted. Tie-breaking protocol are in Rule 11 in the Competition Rules. *Copyright © 2016 American Bar Association*

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Client Counseling Competition
SEMIFINAL ROUND TEAMS ANNOUNCEMENT

(Subcommittee to decide who will make this announcement.)

I know you are all eager to learn which six teams will compete tomorrow morning. That announcement will be forthcoming in just a moment.

First, I'd like you all to give yourselves a great big round of applause for being here at the National Finals. What a tremendous accomplishment. Envelopes containing the preliminary round tally sheet and evaluation forms are available _____
 _____.

Now we'll announce the six advancing teams. As you know, in each bracket, the team with the lowest score after the preliminary rounds is allowed to choose when it performs in the semifinal round.

<You can announce the top six teams however you wish. The script below is provided as a suggestion.>

The 1st place team _____ will compete against the 6th place team _____ in Room _____. Team _____ please advise whether you wish to compete at 9:00 am or 10:00 am.

The 2nd place team team _____ will compete against the 5th place team _____ in Room _____. Team _____ please advise whether you wish to compete at 9:00 am or 10:00 am.

The 3rd place team team _____ will compete against the 4th place team _____ in Room _____. Team _____ please advise whether you wish to compete at 9:00 am or 10:00 am.

<Fill in the blanks below and re-announce the times and room numbers to attendees.>

	Room _____	Room _____	Room _____
	1 st place v. 6 th place	2 nd place v. 5 th place	3 rd place v. 4 th place
9:00 am to 10:00 am			
10:00 am to 11:00 am			