



New York State Bar Association

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To: 2020 Mock Trial County Coordinators

Welcome to another year of mock trial! This year you will be working with a CRIMINAL case. The case is clear and understandable and has enough “meat” to dig around in to keep the students and the coaches busy and interested. The case goes through several layers of proofreading, and we do our best to keep mistakes and problems to a minimum, but there are always some that slip through, so please be sure to point those out to me as they are brought to your attention.

IMPORTANT DATES (Please mark your calendar)

2019

- **October 11** – County Coordinators/Advisors must provide the most current contact information to Kim Francis (NYSBA Statewide Mock Trial Coordinator) – **EMAIL ANY CHANGES ASAP!**
- **November 26** (approximate date) – NYSBA ships Mock Trial case booklets to County Coordinators for distribution to coaches
- **December 3** (approximate date) – Mock Trial case available online at www.nysba.org/mtcase
County Coordinators should notify the coaches/advisors that the link is available online.

2020

- **February 7** – Advise NYSBA (Kim Francis) which County will be your Regional host
- **February 21** – NYSBA ships Certificates of Recognition to County Coordinators for distribution to coaches
- **February 28** – County Coordinators submit Team Registration Forms to NYSBA (Kim Francis)
- **April 30** – All Regional Tournaments must be completed (sooner if possible)
- **May 17–19** – **Mock Trial State Finals in Albany**
- **June 15** – CLE Credit Request Verification Forms must be submitted to NYSBA (Kim Francis)

CORRECTIONS TO THE CASE

- **When deemed necessary by the Mock Trial Subcommittee, Correction Memos will be issued addressing any revisions made to the case.**
- Once the teams have begun to work with the case, it is likely that there will be **more than one** memo issued as errors are discovered.
- **County Coordinators will be notified immediately by email when Correction Memos have been issued.**
- The Correction Memos and any Revised Pages, as well as an updated revised version of the entire case will be available for download at www.nysba.org/mtcase.

- Coordinators must notify the coaches about the Correction Memos immediately, provide them with the link to the website (www.nysba.org/mtcase), and instruct them to download the Correction Memos and Revised Pages and insert them into their case booklet immediately.
- Revised page(s) should be distributed to the team members and should always replace the current page(s) in the case booklet.
- It is important that all teams are always working with the most current version of the case!
- Please note that reprinting the entire case is **NOT** necessary and is **NOT** recommended since there will probably be more than one Correction Memo issued in January and/or February with revisions to the case.
- Replacing the affected pages is enough, provided the most current revision is always being used (all revised pages will be identified and dated).

COUNTY COORDINATOR DOCUMENTS AND FORMS

The following forms are available for your use and/or information and are also available online at www.nysba.org/ccinfo:

- Checklist of Responsibilities for County Bar Association/Law-Related Education Program
- Sample Dear Educator Letter (provided as an example if you choose to use it)
- Sample Mock Trial Tournament Entry Form (provided as an example if you choose to use it)
- Team Registration Form
- Request for CLE Credit Verification Form
- New York State Rules for Earning Mock Trial CLE Credit

If you have any questions regarding any of the information provided above, please feel free to contact me.

Best regards,

Kim Francis

Kim Francis
Mock Trial Statewide Coordinator
New York State Bar Association
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Enclosures:

- County Coordinator/Advisor Contact Information Chart
- Documents/Forms for Coordinators