



HONORS MOOT COURT HANDBOOK

2026-2027

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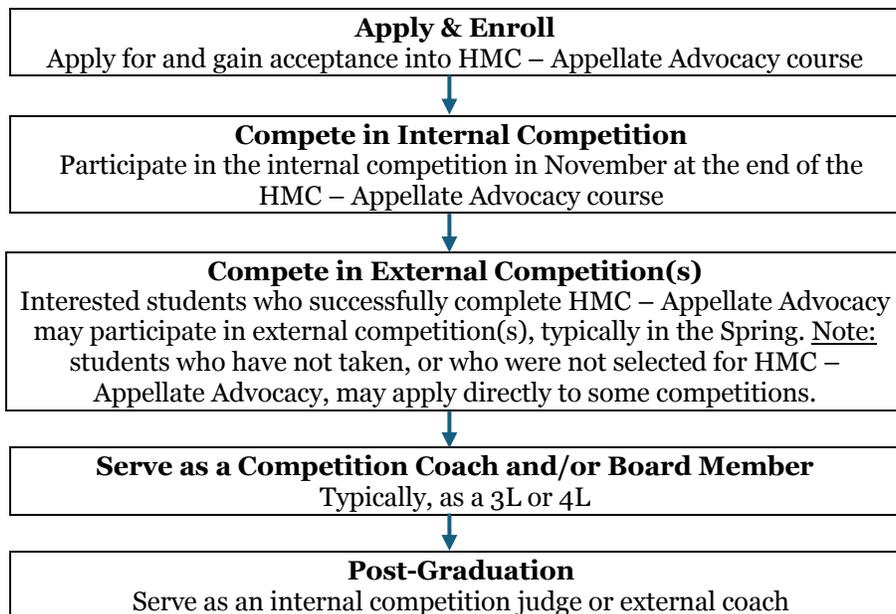
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I. INTRODUCTION TO THE MOOT COURT PROGRAM

Welcome to Moot Court! The Honors Moot Court Program at Santa Clara School of Law serves as a rigorous training ground for upper-division law students to develop effective appellate advocacy skills, including legal research, persuasive brief writing, oral argument, teamwork, and professionalism. Participating in a competitive moot court competition has unique benefits that a traditional classroom cannot fully replicate, and the skills students gain through a moot court experience are carried with participants into any area of law they ultimately pursue. In preparing both briefs and oral arguments, students learn to synthesize case law, interpret precedent, and make strategic arguments in ways that solidify and expand their classroom learning. Competitors also face real-world pressures when they argue under time limits, respond to live questioning from multiple judges, and compete against other teams. The Program is designed to provide the structure, coaching, and mentorship students need to progressively build these skills by offering a supportive environment where advocates can practice, receive feedback, and grow in confidence and competence.

II. OVERVIEW OF THE MOOT COURT PROGRAM

The Program is designed as a progressive sequence of learning experiences that deepen students' advocacy skills over time. Students will begin by applying foundational research and writing in a structured classroom setting, then advance to performing under pressure in an internal moot court competition. With that foundation in place, students then become eligible to compete in several interscholastic competitions around the country. Students may then apply for leadership roles, such as an external competition student coach or a board member. After graduation, alumni are encouraged to serve as judges for the internal competition, or as volunteer external competition coaches. A typical progression through the program is illustrated below:



III. APPLICATION AND ADMISSION TO THE HONORS MOOT COURT PROGRAM

A. Program Entry Requirements

Students may enter into the Honors Moot Court Program at two points. The most common pathway is for students to apply for and be accepted to the HMC – Appellate Advocacy Course, which runs in the Fall semester of each year. The HMC – Appellate Advocacy Course is a 3-unit course, which may be taken in lieu of Advocacy (LAW 105). HMC – Appellate Advocacy covers the same substantive content as Advocacy, but with an added component of a competitive internal moot court competition at the end of the Fall semester, typically between weeks 13 and 15. Students interested in external appellate moot court competitions after completing HMC – Appellate Advocacy will be assigned to an external competition based on interest, availability, financial considerations, and performance in the internal competition. No new application is required for participation in an external competition.

Students who have not taken, or who were not selected for HMC – Appellate Advocacy may apply directly to certain non-appellate or specialized competitions, provided that they have completed relevant coursework or have experience or skills in the relevant field. (See § 5 below). A list of those competitions, along with the application requirements for each competition, will be released in June of each year for the *following* academic year.

**Exception for students who will
be 3Ls in the 2026-2027 academic year**

Because the HMC – Appellate Advocacy course and the Honors Moot Court structure was approved to run for the first time in the Fall of 2026, certain “grandfather” exceptions are needed for some upper division students. This means that, for the 2026-2027 academic year only, 3L students – i.e., students who took first-year legal writing (LAW I and II) in the 2024-2025 academic year – are **not** required to take HMC – Appellate Advocacy in order to be eligible for external competitions. These 3L students may apply for any external competition, provided that meet all requirements (see § 5 below). 2L students in the 2026-2027 academic year – i.e., students who took LAW I and II in the 2025-2026 academic year – must apply for and be accepted into the HMC – Appellate Advocacy course in the Spring semester of 1L in order to be considered for appellate moot court external competitions, but as set forth below, students who were not selected for HMC – Appellate Advocacy, may still apply directly to some non-appellate or specialized competitions identified in section 5 below.

B. Application Timeline

For the 2026-27 academic year, the following application timeline will apply.

Early April 2026	2026-2027 Honors Moot Court Board is selected
Mid-April to May 2026	Applications for HMC – Appellate Advocacy course due and selections made
June 2026	List of 2026-2027 external competitions released
October 2026	External competition selections made (including student coaches)
November 2026	Honors Moot Court Internal Competition
January-April 2027	Majority of external competitions take place

IV. INTERNAL MOOT COURT COMPETITION & HONORS MOOT COURT – APPELLATE ADVOCACY CLASS

The HMC – Appellate Advocacy (LAW 398) course runs in the Fall semester of each year, and is open to 2Ls, 3Ls, and 4Ls in both the full-time day program and the Flex J.D. program. The HMC – Appellate Advocacy Course is a 3-unit course, which may be taken in lieu of Advocacy (LAW 105). HMC – Appellate Advocacy covers the same core substantive content as Advocacy, while adding a competitive internal moot court component at the end of the fall semester designed to prepare students for success in appellate moot court competitions nationwide.

In the course, students will learn fundamental appellate concepts such as appellate jurisdiction, the final judgment rule, the jurisdictional nature of the notice of appeal, the preservation of issues for review, standards of review, and harmless error. Students will learn to understand and appreciate how these fundamental concepts affect both the drafting of an appellate brief and what lawyers need to do in the trial court to effectively represent their clients.

With that foundation, students are given a moot court problem that takes the form of an appellate record. In pairs, students identify and research the legal issues presented and produce a written appellate brief for one of the litigants that demonstrates effective issue framing, legal reasoning, and persuasive writing. Each team member will be responsible for drafting an argument section for either the petitioner or respondent on one of two issues. Together, team members will draft joint sections of the brief, such as the issue statement, statement of the case, and

jurisdictional statements. Throughout the drafting process, students will receive written and oral comments and feedback from the instructor, as well as members of the Honors Moot Court Board.

After completing the appellate brief, students automatically proceed to an internal, multi-round moot court competition that takes place in November. Students participate in the competition in teams of two (the same brief-writing partner), with each team member being responsible for arguing for both the petitioner *and* the respondent. In addition to holding multiple practice moots, teams will, at a minimum, participate in two preliminary rounds in which they are required to orally present the arguments made in the portion of the brief that they completed (i.e., an “on brief” argument) and the arguments in support of the opposing side (i.e., an “off brief” argument), against another team of two representing the opposing party. If selected, student teams will advance to the quarterfinal rounds (top eight teams), semifinal rounds (top four teams), and the final round (top two teams).

Additional information on the course generally will be provided at the beginning of the Fall semester in the course syllabus and schedule. In addition, official competition rules will be published at the start of the Fall semester.

The course is graded but is exempt from the grading curve applicable to Advocacy (LAW 105). Students are evaluated holistically based on their individual contribution to the appellate brief, oral argument performance, class participation, and professionalism. Scores received during the internal oral argument competition are used for competition purposes only and do not directly determine course grades. The internal competition is designed primarily as a learning and skills-building experience, rather than as a high-stakes ranking exercise. Although strong competition performance often reflects strong work, a student’s final letter grade is assigned by the instructor based on the full range of course requirements and learning objectives. Detailed grading policies for each semester will be provided in the course syllabus.

Pursuant to ABA Rules and the SCU Student Bulletin, students must successfully complete at least one writing experience after the first year that is faculty-supervised (ABA Standard 303(a)(2)) and one or more “experiential” course(s) totaling at least six credit hours (ABA Standard 303(a)(3)). ABA interpretation 303-1 provides that A law school may not permit a student to use a course to satisfy more than one requirement under this Standard. For example, a course that includes a writing experience used to satisfy the upper-class writing requirement cannot be counted as one of the experiential courses required in Standard 303(a)(3). For these reasons, HMC – Appellate Advocacy and Advocacy (LAW 105) satisfy the upper-level writing requirement, but students may **not** also count these credits as “experiential credit.”

V. EXTERNAL MOOT COURT OPPORTUNITIES

A. General Expectations of Competitors.

Professionalism. As a representative of Santa Clara University School of Law, competitors must conduct themselves in an ethical, civil, and professional manner at all times, including during practices, interactions with coaches, communications with competition officials, and while traveling. Students must adhere to all competition rules, deadlines, and ethical standards, including rules governing assistance, authorship, and confidentiality. Unprofessional behavior or failure to comply with competition rules may result in removal from the team.

Commitment. Because competitors are representing the school at external competitions, and because they receive academic credit for their participation in these competitions, competitors are expected to devote substantial time to legal research, brief writing, revising, and multiple rounds of oral argument practice. Competitors are expected to respond to coaches, Board members, and faculty promptly and professionally. They must maintain consistent availability during the preparation period and must discuss scheduling issues early with teammates and coaches. Competitors must keep faculty informed of any unexpected conflicts, emergencies, or changes in availability.

Teamwork and Collaboration. In order to be successful at a competitive moot court competition, students must work collaboratively and constructively with their teammates and coaches. All team members share responsibility for preparing the brief (if there is one) and oral arguments, and competitors must attend and contribute meaningfully to team meetings, work sessions, and moots.

B. How External Competition Assignments are Made

To ensure that students are well-prepared for the competition they attend and that the law school fields the strongest possible teams, students are carefully assigned to competitions that fit their skills, interests, preparation, and experience. By June of each year, a tentative list of external competitions will be released, along with information on each competition, selection criteria, and any pre-requisites for each competition.

Pre-requisites for External Competitions

Starting in the 2026 to 2027 academic year, for current 2Ls, the **HMC – Appellate Advocacy course is required for any external appellate moot court competition.** To be clear, an “appellate moot court competition” is one that simulates an appellate court case (usually a Supreme Court case) and has both a brief writing and competitive multi-round oral argument component. Among others, these include competitions such as the ABA National Appellate Advocacy Competition, UC Law SF

Constitutional Law Competition, Thomas Tang Moot Court Competition, AIPLA Giles Moot Court Competition, and Saul Lefkowitz Moot Court Competition.

Non-appellate and/or certain specialized competitions **do not** require completion of the HMC – Appellate Advocacy course. These non-appellate or specialized competitions include, but are not limited to, the ABA Client Counseling and Mediation competitions, the USPTO Patent Drafting Competition, Clara Barton International Humanitarian Law Competition, the Pace Environmental Law Competition, the University of Iowa College Athletics Infractions Hearing Competition, and other similar competitions. In order to participate in these competitions, students must complete Advocacy (LAW 105) and have work experience or coursework that demonstrate adequate preparation to participate successfully. The Director may waive the Advocacy requirement in appropriate circumstances, where the student’s prior coursework and professional experiences, viewed in the light of the competition’s subject matter and format, provide sufficient preparation for effective and meaningful participation.

The specific competitions designated as appellate vs. non-appellate and/or specialized, along with the specific selection criteria for each, will be indicated in June of each year when the tentative list of competitions for the following academic year is released.

Important Note for 3Ls in the 2026-2027 academic year: As set forth above, 3L students in the 2026-2027 academic year may apply for any external competition, regardless of whether it is appellate in nature or not, provided that they have taken Advocacy (LAW 105) (or the Advocacy requirement is waived by the Director), and they met any other selection criteria indicated.

Application Process

For students admitted to the HMC – Appellate Advocacy course, no separate application is required for external competitions. During the Fall semester, the Director will gather students’ interests and availability and will make competition assignments based on interest, availability, financial considerations, and performance in the course. Students will not be asked to submit new writing samples, conduct additional oral arguments, or participate in interviews. However, any external competition assignment is contingent on successful completion of the HMC – Appellate Advocacy course. A student who does not complete the course will lose their external competition placement.

2L students in the 2026-2027 academic year who were not selected for HMC – Appellate Advocacy may apply directly to non-appellate or specialized competitions only, provided that they meet all requirements set forth above. A list of those

competitions, along with the application requirements, will be released by June of each year, with applications due in September, and selections made in October.

2L students in the 2026-2027 academic year who have not completed the HMC – Appellate Advocacy course are not eligible to compete in external appellate moot court competitions. *For the 2026-2027 academic year only*, 3L students may apply for any external competition, regardless of whether it is appellate in nature or not, provided that they have taken Advocacy (LAW 105) (or the Advocacy requirement is waived by the Director), and they met any other selection criteria indicated.

C. Academic Credit for External Competitions

In accordance with ABA Standard 310, students may earn academic credit for their work on an external moot court competition. Although seeking credit is not required, it is strongly encouraged. Preparing for and competing in a moot court competition is a significant time commitment, and treating the experience like an academic course helps ensure that students successfully balance their overall course load while dedicating the substantial time necessary to prepare effectively.

Once students are selected for an external moot court competition, they will receive a Workday notification permitting them to register for LAW 396: Honors Moot Court – External Competition. The course is graded CR/NC, meaning if you successfully participate in the competition, you will receive credit. Failure to regularly practice, failure to submit the deliverables required for the competition (i.e., the brief, if required), or failure to attend the competition will result in you not receiving credit for the course.

Students may enroll in up to two credits for their participation in an external moot court competition with one course credit equal to 50 hours of substantive work, and two credits equal to 100 hours of substantive work. Substantive work includes but is not limited to, reviewing and analyzing the competition problem and competition rules, legal research, brief writing, practice moots, and all meetings in preparation for the competition. Substantive work does not include purely administrative work such as booking flights and lodging, submitting expense reimbursements, etc. Most external moot court competitions with a brief writing component require at least 2 units (100 hours) of substantive work in order for the team to be in a position to perform well at the competition, although some competitions, especially those without a writing component, may require less. If you are ever unsure on how many credits to register for, you should reach out to the Director and your competition coach.

Competitors are responsible for tracking all hours contemporaneously throughout the semester and submitting a final, itemized timesheet within one week

after the competition concludes. Students must record their time in no greater than quarter-hour (i.e., 0.25, 0.5, 0.75, 1.0) increments. A template time keeping spreadsheet will be provided at the beginning of the semester in which the external competition takes place.

Finally, please be aware the Student Bulletin prohibits students from earning more than 8 units of academic credit for all Honors Moot Court and Honors Trial Team Activity. Please plan accordingly.

D. Required Meetings and Practice Moots

Because a moot court competition is considered a law school course for which competitors receive academic credit, competitors must meet on a regular basis just like they would for any other class. Accordingly, team members must do the following:

1. Within one week of receiving the competition problem, hold an initial scheduling conference (in-person or on Zoom) to plan out how they will complete any required written submission.

- a. *Prior to the conference*, all team members and the coach should read the rules for their competition carefully.

- b. *At the conference*, team members, together with their coach, should outline a schedule of deadlines leading up to the brief submission date.¹ These deadlines may include, choosing which side and issue to argue, completing research tasks, developing an argument outline, completing a draft of the argument section, completing the joint sections, and setting up any other “checkpoints” that the competitors and the coach deem appropriate. Remember, however, that many competition rules forbid anyone from providing substantive aid to the competitors during the brief writing phase. It is important, therefore, that these meetings involve no substantive discussions regarding the competition problem and instead revolve entirely around establishing a workable research and briefing schedule.

- c. *After the conference*, the team members must send the team’s agreed-on drafting schedule to the Director.

¹ Some competitions (patent drafting, ABA Client Counseling, Clara Barton, etc.) require that something other than a brief be submitted, such as a patent, a memo to file, application essay, or a statement of issues. If this is the case, the team members and coach should set a drafting schedule that makes sense in light of the nature of the competition. If the competition has no written component, then the first scheduling conference should be used to set a practice schedule (and no second conference would be necessary).

2. Within one week of submitting the final brief (or other written submission), hold a second scheduling conference (also in-person or by Zoom) to schedule oral argument preparations.

a. *Prior to the conference*, team members should think through their schedule for the competition period, noting any conflicts, commitments, or unknowns.

b. *During the conference*, team members, along with their coach(es), should set up an oral argument practice schedule that allows competitors to hold **at least 10 practice sessions** leading up to each competition round. For in-person competitions, in-person practices are preferred whenever possible. Consistency is essential. **Do not** cluster all practices in the final week or two. Practices should start as soon as the brief or written component has been submitted. Except in extreme circumstances, teams should never go more than one week without a practice, and the ideal schedule is two to three practices per week throughout the preparation period. Each practice session must include at least one judge to provide structured feedback and ensure students receive meaningful opportunities to refine their advocacy skills.

c. *After the conference*, team members must send the team's agreed-on practice schedule to the Director and the VP of Operations so that the Director can work with the administration to calendar those dates and ensure that there are rooms available for in-person practices.

E. Travel Arrangements and Other Expenses

External moot court competitions often (but do not always) involve travel and other costs. For the most part, the University operates on a reimbursement method. This means that competitors pay for most expenses out of personal funds and the University reimburses them. To be reimbursed, competitors are required to save all receipts for expenses, complete the appropriate reimbursement paperwork, and submit it to the Director, who will work with Law Finance to process the reimbursement.

If your competition requires travel, each team member and the team's coach(es) is/are responsible for making their own individual travel arrangements. To ensure responsible stewardship of program funds, all travel for moot court competitions must be booked in the most economical and reasonable manner available. In that spirit, the following rules apply to travel arrangements and expenses:

1. Pre-approval Required

When the time comes to make travel arrangements for your competition, a designated representative (either a team member or a coach) must submit the Moot Court Travel Worksheet to the Director. The form requires you to provide your proposed travel dates and times, along with anticipated airfare, lodging, ground transportation,

and any other expected costs. The Director will review the information to ensure that the plan is reasonable and financially appropriate and will confirm when you are approved to proceed with booking.

Please note that the figures you submit are estimates, not binding commitments. It is understood that actual travel costs may differ from the amounts listed on the form due to fare changes, hotel availability, or other factors. Minor or reasonable deviations from the estimate are perfectly acceptable. The purpose of the form is simply to ensure that the overall plan is sound before any funds are spent.

Do NOT book any travel until you have received explicit approval from the Director. Travel purchased without prior approval may not be reimbursed.

2. *For Air Travel:*

a. Monitor fees early and use tools like Google price alerts. Studies show average low flight prices around 5-8 weeks (about 38-54) days before departure. Whenever possible, try to book within this time window when prices appear to be lower than average.

b. While students are not required to take a red-eye flight immediately before a competition to secure the lowest fare, they are required to select travel times that both align with the competition schedule and reflect prudent, economical decision-making. This may require booking an indirect flight, or choosing an afternoon or evening departure after the competition concludes, as remaining overnight would require the program to cover an additional hotel night at substantial added cost.

c. You must pay for all travel with a credit card or debit card in your own name. Failure to do so will result in the reimbursement request being rejected by Law Finance.

d. If you purchase your plane ticket using points or rewards, you will not be reimbursed.

e. You may not book first class, business class, premium economy, or any other upgraded fare. All competitors must book standard economy airfare unless the Director provides advance written approval due to a documented accessibility or medical accommodation.

f. If a flight is canceled, delayed, or missed, any fees associated with that change will be your responsibility. Therefore, consider choosing an airline that allows changes.

3. *For Lodging (Hotels, Motels, etc.)*

a. For safety, consistency, and administrative compliance, all lodging for moot court competitions must be booked in standard hotels or motels. Short-term rentals, including Air B&B, VRBO, and other platforms are not permitted for moot court travel. Hotels provide predictable pricing, appropriate safety and accessibility standards, and documentation required for university reimbursement.

b. Team members must make hotel reservations on their personal debit or credit cards. As with flights, if you use points or rewards to book lodging, you will not be reimbursed.

c. Teams are encouraged to share hotel rooms when appropriate to help manage costs. However, no student should ever feel pressured to share a room if doing so would make them uncomfortable or unsafe. Students may arrange to stay in their own room for any reason, and no explanation is required. This includes—but is not limited to—reasons related to ADA accommodations, health needs, personal safety, or privacy. Students are not obligated to disclose the reason for their request to teammates or peers. The program will work with students to find a solution that balances individual comfort with responsible budgeting. Students who anticipate needing an accommodation are encouraged to speak confidentially with the Director as early as possible so appropriate planning can occur. For reasons of privacy, safety, and professionalism, competitors may not arrange to share a room with a teammate of a different gender. If students have any concerns about how many rooms to book, they are encouraged to speak with the Director, who will work confidentially to ensure appropriate accommodations.

d. Teams should consider both cost and proximity when selecting lodging. A hotel that is slightly more expensive but within walking distance of the competition venue (or easily accessible by safe public transit) may ultimately be the more economical choice when factoring in transportation time and costs. Teams must also ensure that the chosen hotel is safe and reputable. If reviews or other reliable information indicate that the lowest-cost option is unsafe or unsanitary, do not book that hotel. Safety and basic quality standards take precedence over securing the absolute lowest price.

e. Upgrades for views, preferred floor levels, premium rooms, or other discretionary add-ons are not permitted. Students may not seek reimbursement for minibar items, in-room dining or room service, movie rentals or streaming services, on-site printing services, or any other non-essential expenses. All lodging expenses must be supported by an itemized bill at checkout.

4. *For Ground Transportation:*

a. Students may be reimbursed for reasonable ground transportation expenses, including: public transportation (bus, subway, train, etc.) to and from the airport, hotel, or competition venue; taxi, Uber, or Lyft rides to and from the airport, hotel, or competition venue; parking fees; and tolls. Rental cars are generally not necessary or permitted, and students must obtain advance approval from the Director if a rental car is requested for exceptional circumstances.

b. Students should minimize costs by taking public transportation whenever possible, carpooling, and coordinating travel times.

c. A receipt is required for reimbursement for all ground transportation expenses. If cash is used, be sure to request a written or printed receipt at the time of payment.

5. *Meals.* Beginning with the 2026–2027 academic year, students are responsible for their own meals during moot court travel. As a credit-bearing academic course, moot court follows the same financial expectations as other classes – i.e., students pay tuition for the credits they earn, and their financial aid packages already include an allowance for food and daily living expenses. Eliminating meal reimbursements also avoids administrative disputes over what constitutes a “reasonable” or reimbursable meal. This policy ensures fairness, maintains consistency with university practices, and allows the program to focus its limited resources on essential travel expenses such as airfare and lodging.

6. *How to get reimbursed.* Students must retain all receipts and request reimbursement only *after* returning from the competition. Each team member or student coach must submit one consolidated Travel Reimbursement Request Form covering all of their own expenses. Students should not aggregate team expenses into a single form unless one person paid for all of the travel costs for the entire group. The form must itemize every expense the individual personally incurred and include all corresponding itemized receipts. Do not submit multiple forms for different categories of expenses (e.g., one form for airfare and another for lodging); each person must submit a single form containing all of their reimbursable expenses. Travel Reimbursement Request forms must be sent to the Director, who will work with Law Finance to process the reimbursement.

7. ***Financial Hardship and Advance Assistance.*** The program recognizes that some students may face financial hardship and may not be able to front the costs of travel while awaiting reimbursement. No student should be prevented from participating in moot court due to financial constraints. Students who anticipate difficulty covering upfront travel expenses should contact the Director as early as possible to discuss available options. Depending on the circumstances and university policies, the program may be able to arrange for alternative cost-management solutions to minimize the student's out of pocket burden.

VI. BECOMING A STUDENT COMPETITION COACH

A. Role and Responsibilities of a Student Coach

Student competition coaches play a vital role in the success of the moot court program. They serve as mentors, organizers, and strategic partners, ensuring that competitors are well prepared and supported throughout both the brief-writing and oral advocacy phases. Ideally, every external competition team will have at least one student coach. For teams without a student coach, the competitors will be coached by one or more attorney, faculty, or alumni coaches.

Student coaches are expected to take an active leadership role in guiding their teams. Their responsibilities include:

- Attending both the first and second scheduling conferences with the competitors and the team's faculty or attorney coach.
- Attending most, if not all, practice sessions to provide continuity, feedback, and logistical support.
- Designing meaningful and targeted practice sessions, which includes reviewing the record thoroughly, developing thoughtful and challenging questions, identifying weaknesses or areas for improvement, and creating practice activities that directly address those gaps.
- Arranging for alumni, attorney, and faculty judges to participate in practice rounds and ensuring that those judges receive the necessary materials and instructions.
- Monitoring team progress and helping competitors stay on schedule with internal deadlines and preparation milestones.
- Communicating regularly with the Director and Board Members regarding team dynamics, progress, concerns, or any needed administrative support.

- Ensuring compliance with all competition rules, which includes carefully reviewing and understanding the rules and guiding the team accordingly.
- Traveling with the team to the competition, assisting with logistics, confirming where competitors need to be and when, mooting the team while traveling to and during the competition, and handling practical matters so that competitors can focus fully on performing their best.
- Serving as a professional role model, reinforcing the values of preparation, teamwork, ethical advocacy, and resilience.

B. Process for Becoming a Student Coach

Coaches for spring external competitions are typically selected in October of each year, prior to Spring semester class registration, and around the same time that the external competition teams are selected. To be considered for a student coach position, student must be in good academic standing and have at least one prior competitive moot court experience. That can include, (i) students who will have completed the HMC – Appellate Advocacy course by the start of Spring 2027 semester, (ii) students who previously completed Honors Moot Court Internal (LAW 398); and (iii) students who previously participated in Honors Moot Court External (LAW 396) as a competitor.

To apply, students will submit a short application outlining their prior experience, describing the strengths they would bring to the program, and identifying any competitions they are interested in coaching.

C. Earning Academic Credit for Serving as a Student Coach

Student coaches may earn up to one non-experiential credit equal to 50 hours of substantive work. Student coaches are responsible for tracking all hours contemporaneously throughout the semester and submitting a final, itemized timesheet within one week after the competition concludes. Student coaches must record their time in no greater than quarter-hour (i.e., 0.25, 0.5, 0.75, 1.0) increments. A template time keeping spreadsheet will be provided at the beginning of the semester in which the external competition takes place.

VII. BECOMING A BOARD MEMBER

The Honors Moot Court Board plays a critical leadership role in administering the program, supporting competitors, and ensuring the quality and professionalism of both the internal competition and external competition placements. Board members work closely with the Director, law school faculty, and attorneys to manage program operations, recruit judges, mentor students, and uphold competition standards. Board service is a significant year-long commitment and is intended for students who are organized, reliable, and invested in the success of the Program as a whole.

In addition to the expectations described in this Handbook, Board members are governed by the Honors Moot Court Board Bylaws, which address internal governance and procedures.

A. Board Positions and Responsibilities

Below are the anticipated Board positions for the 2026–2027 academic year and an overview of each role. Because this is the first year of the new Board structure, responsibilities may shift as the program evolves, and some students may hold more than one position.

Role	Responsibilities
<p>President. Serves as the primary student leader of the Honors Moot Court Program and works closely with the Director to oversee all aspects of the program.</p>	<p>Serving as the main liaison between the Board and the Director; leading regular board meetings throughout the academic year; coordinating and overseeing the work of all Board members; helping resolve issues that arise during the internal competition and external competition season; representing the program at meetings and events as needed.</p>
<p>VP of Judicial Recruitment. Responsible for recruiting, coordinating, and managing judges for the internal competition and practice moots.</p>	<p>Recruiting alumni, attorneys, and faculty to serve as judges in the internal competition; scheduling judges for rounds and practice moots; communicating expectations and logistical details to judges; tracking judge participation and time commitments; assisting with judge outreach and retention efforts.</p>
<p>VP of Operations. Manages the logistical and administrative aspects of the program.</p>	<p>Supporting the administration of the internal competition; assisting the Director with operational planning as needed; working with law administration to schedule rounds, practices, and events; managing and overseeing competition coaches to ensure that teams are regularly practicing and have all necessary tools and resources; helping ensure compliance with competition rules and timelines.</p>
<p>VP of Public Relations. Handles communications and outreach related to the Honors Moot Court Program.</p>	<p>Under the supervision of the Director, manages program communications with students and the broader law school community; assists with recruitment and informational outreach; helps maintain program visibility.</p>

<p>Problem Committee. Works under the close supervision of the Director to assist with the selection and drafting of the Honors Moot Court problem.</p>	<p>Assisting with legal research related to the internal competition problem; assisting with drafting, editing, and refining the problem and record materials (including the bench brief); developing questions for practice moots and Bench Brief; maintaining strict confidentiality regarding the internal competition problem.</p>
<p>Curriculum Committee. Functions as a group of student mentors and teaching assistants for the Honors Moot Court – Appellate Advocacy course, working under the close supervision of the director.</p>	<p>Supporting students enrolled in HMC – Appellate Advocacy through mentoring and guidance; assisting with practice exercises, workshops, and course activities; helping identify common problem areas and learning needs; providing feedback consistent with instructor guidance.</p>

B. Process for Becoming a Board Member

Board Members for the 2026-2027 academic year will be selected in the Spring of the prior academic year (for this year, mid-April 2026). To be considered for a Board position, student must be in good academic standing and have at least one prior competitive moot court experience. This can include (ii) students who previously completed Honors Moot Court Internal (LAW 398); and (iii) students who previously participated in Honors Moot Court External (LAW 396) as a competitor.

To apply, students will submit an application outlining their prior experience, describing the strengths they would bring to the program, and identifying what Board roles they are most interest in.

Note that Board members may also apply to serve as a student coach for an external competition team, but in seeking these opportunities, students should remember that the Student Bulletin prohibits students from earning more than 8 units of academic credit for all Honors Moot Court and Honors Trial Team Activity and plan accordingly.

C. Earning Academic Credit for Board Service

Board members may earn up to two non-experiential credits (one each semester) equal to 100 hours of substantive work. Students are responsible for tracking all hours contemporaneously each semester and submitting a final, itemized timesheet. Board members must record their time in no greater than quarter-hour (i.e., 0.25, 0.5, 0.75, 1.0) increments. A template time keeping spreadsheet will be provided at the beginning of each academic year.

VIII. FINDING WHAT YOU NEED: MOOT COURT RECORDS AND FILE MANAGEMENT

The Honors Moot Court Program uses multiple platforms to organize materials based on how they are used. Each platform serves a different purpose, and students may interact with more than one depending on their role in the program. Understanding where to find information, and where to save or upload materials, will help ensure smooth communication and avoid confusion.

A. Program Website

The website serves as the official, stable source of information about Honors Moot Court. On the website, you will find an overview of the Program structure, this Handbook, application and selection information, and high-level policies and expectations.

B. The HMC – Appellate Advocacy Camino Page

If you are selected for the HMC – Appellate Advocacy course, you will be given access to a Camino course page that will be used exclusively for the Honors Moot Court – Appellate Advocacy course. Enrolled students, as well as Board members, will be given access to this Camino page. On Camino, among other things, you will find: course readings and materials, assignments and submission portals, announcements and deadlines, class slides, and class recordings. Students enrolled in the course will almost exclusively refer to Camino for information.

C. Honors Moot Court Google Drive

Once students are selected for an external competition, a student coach position, or a Board position, they will be given access to the Honors Moot Court Google Drive. This shared drive folder is used for working documents and collaboration relating to external competitions and program administration. Access to Google Drive folders is role-specific. You will only be granted access to folders relevant to your assignments or responsibilities, and your access is temporary (i.e., for only the academic year(s) that you are participating in the program).

To keep materials organized, accessible, and secure, all students are expected to follow the guidelines below:

1. Use the Drive Only for Your Assigned Role. Use only the folders to which you have been granted access and only for program-related purposes.
2. Do Not Change Folder Structure. Do not create new folders, rename folders, or reorganize existing folders without approval from the Director or designated Board member. Save materials within the folder structure provided.

3. Use Clear File Names. Use descriptive file names that identify the competition, team, and document type. Avoid vague names such as “Draft” or “Final” without context.

4. Use links, not attachments. Do not circulate working documents solely by email. Documents should be saved in the appropriate Google Drive folder, and emails should include a link to the Drive document rather than an attachment. This helps ensure everyone is working from the same, current version.

5. Maintain Confidentiality. All Drive materials should be treated as confidential unless expressly stated otherwise. Do not share, forward, or circulate materials outside the program, and comply strictly with competition confidentiality rules.

6. Use the Drive as a Working Space. The Drive is intended for active work during the competition season. It is not a permanent personal archive. Materials will be archived or removed at the direction of the Director at the end of each academic year.

7. Respect Collaboration Norms. Do not delete or overwrite others’ work without permission. Follow agreed-upon norms for editing, commenting, and version control.

8. Ask When in Doubt. If you are unsure where a document belongs or whether an action is appropriate, ask before proceeding. Questions about access or organization should be directed to the Director or designated Board member.