**THE SUPREME MOOT COURT OF THE UNIVERSITY OF BRITISH COLUMBIA**

— *Frequently Asked Questions* —

Please review this document and the *Rules of Court of the Supreme Moot Court of the University of British Columbia (the “****Rules****”)* carefully before seeking further clarification. If you have further questions after doing so, please contact the individuals set out in the answer to question 20 below.

1. **How do I format my factum (e.g., font, spacing, page limits, cover page)?**

*Please see paragraphs B.3 to B.7 of the Rules, as well as the sample factums provided. The sample factums are for reference only.*

*While the designated student registrars (the “****Registrars****”) have made efforts to ensure the samples conform to the Rules, where the samples do not conform, please follow the Rules.*

1. **What’s included in the page limit (cover page, index, list of authorities)?**

*Read paragraph B.6 of the Rules. If you do not have co-counsel, please email the Registrars by email at* ***firstyearmoots@allard.ubc.ca****.*

1. **Where can I get a copy of the Rules (and sample factums)?**

*Please see the* [*First Year Assignment Schedule & Moot Info website*](https://allard.ubc.ca/student-portal/registration-courses-exams/first-year-program/first-year-assignment-schedule-moot-info)*.*

1. **I believe there’s an ambiguity in the Rules, or I think certain Rules are contradictory to other Rules, my professor’s instructions, or my friend’s explanation. Can you tell me which one is correct?**

*First and foremost, always follow the Rules. If you believe there is an ambiguity or contradiction within the Rules, please email the Registrars for clarification.*

1. **Where, when, and how do I hand in my factum?**

*Refer to Part B of the Rules, and any additional instructions on the First Year Assignment Schedule & Moot Info website.*

1. **How do I “serve” my factum on the opposing party?**

*Review paragraph B.2 of the Rules. Please note that you have to file an ELECTRONIC COPY with the Registrars, AND serve an ELECTRONIC COPY to opposing counsel, both on the same due date.*

1. **What authorities can I cite and how do I cite them?**

*Please see paragraphs C.2 to C.5 of the Rules. Authorities must be cited following the McGill Guide 9th edition. See Rule C.4 for an example of how to cite secondary references.*

1. **What is a book of authorities, and what am I supposed to do with it?**

*The Book of Authorities is a catalogue of the cases, legislation and regulations you and the opposing counsel refer to in your factums. Prepare copies of the Book of Authorities in accordance with Rule C.5. As to how to use it during your oral submissions, that depends on your style. You may want to draw the judges’ attention to certain paragraphs of a judgment, whether in your oral submissions or in response to questions from the bench.*

1. **What should I wear?**

*While suits are not required, please dress respectfully and professionally.*

1. **Where will my moot take place?**

*The Supreme Moot Court of the University of British Colombia acknowledges that there is a difference between attending an in-person and virtual moot. Students should follow the Rules and refer to these FAQs, which provide guidance for court procedures in a virtual setting.*

*All moots will take place in a virtual court room through a Zoom video conference. You will receive the Zoom link by noon on the day of your moot. If you do not receive the Zoom link by this time, please contact the Registrars.*

*The Zoom video conference will have a virtual waiting room where students and lawyers will remain until admitted to the main room by the Registrars. Once admitted, the Registrars will move students and lawyers into breakout rooms (i.e. the virtual court rooms). Your moot will begin once you have been moved into a virtual court room. The Registrars will remain available in the main room for the duration of the moot.*

1. **How should I prepare for a virtual moot?**

*Students should download and install Zoom on their computers well in advance of their moot date. You should run the software and ensure that you are familiar with the basic functions of a Zoom video conference prior to your moot date. You should also test your internet connection to guarantee that you will have sufficient bandwidth for a video conference.*

[*Click Here*](https://zoom.us/download#client_4meeting) *to download Zoom.*

1. **What should I do to set up on the evening of my moot?**

*Location and Background*

*As much as possible, you should have a quiet and private space available. Ideally, you will have a neutral background free from distractions (e.g. not in a coffee shop). Inappropriate background images must not be used. Students may wish to use the Allard School of Law Zoom Backgrounds found on the* [*Communications & Brand Webpage*](https://allard.ubc.ca/staff-faculty-portal/communications-brand) *(optional).*

*Audio and Visual*

*You should run a self-test to ensure that your camera and audio are working prior to your moot. If you experience technical difficulties, and are not able to troubleshoot the issue, please email the Registrars immediately (****firstyearmoots@allard.ubc.ca****) to advise you may not be able to join the Zoom videoconference at 6:15pm.*

*You should also make sure there is adequate lighting, so that your face is visible on camera. During your moot, you must use your camera unless there is a technical or other reason why you cannot do so. You may turn off your camera when you are not speaking, unless your judges request that you keep your camera on. If you have concerns about the use of a camera for your moot, please contact Barbara Wang, Manager Student Experience, at* *wang@allard.ubc.ca**.*

*Students are encouraged to speak clearly and to pause regularly to allow judges to ask questions. Students should mute their microphones when they are not speaking. If a student wishes to raise a point while another presenter is speaking, students should signal their intention by raising their hand or using the “hand raise” function in Zoom.*

*Log into Zoom*

*When you log into Zoom, you should ensure that your screen name is your full first and last name. You may also wish to indicate your preferred pronouns (e.g. “first name, last name (She/hers)”). You risk not being admitted into the Zoom video conference if you do not list your full name.*

*Materials*

*You may wish to have a copy of your factum and your group’s Book of Authorities near by for your reference. Although students may prepare written materials that they intend to rely on or use during the moot, you are encouraged to look into the camera when speaking in order to make “eye contact” with your judges.*

1. **When and where do I sign in on the night of my moot?**

*You will receive a Zoom link in advance of the moots. You should be prepared to join the Zoom video conference by 6:15pm on the night of your moot. Before your moot begins, you will enter a virtual waiting room and remain there to wait for further instructions from the Registrars.*

1. **What if I experience technical difficulties during the moot?**

*If you experience a technical disruption that does not fix itself or you are unable to troubleshoot a solution, you may request a brief recess to log out, restart Zoom, and log back in. If the problem persists, or you are unable to rejoin the video conference, please email the Registrars immediately (****firstyearmoots@allard.ubc.ca****).*

1. **How long will the moot be?**

*The moots generally last around two hours. Some judges may wish to take a short break between the appellant and the respondent submissions. This is in the discretion of the judges.*

1. **How long will each of us have to speak for?**

*See paragraph D.7 of the Rules.*

1. **Who will be my judges?**

*Judges are generally lawyers from across the Lower Mainland, and come from a wide variety of backgrounds (civil litigators, criminal defence, solicitors, Crown lawyers, etc.) The Registrars will inform you of your judges in advance of your moot.*

1. **How should I refer to the judges?**

*Refer to the judges individually as “Justice” or collectively as “Justices” (or alternatively, if to the whole bench, then “This Court”). See paragraph E.6 of the Rules.*

1. **Am I allowed to share the Zoom link with others and invite them to watch my moot?**

*No. You may not share the Zoom link with others.*

1. **May I record my moot?**

*No. You may not record your moot.*

1. **I have experienced an unexpected delay and I think I will be late, what should I do?**

*You should contact the Registrars AND your moot partner immediately. Please also see paragraph D.1 of the Rules.*

1. **What do I do with the oral submissions evaluation form?**

*Please see paragraph D.8 of the Rules – your judges must send you a completed evaluation form at the end of your moot. It is your responsibility to ensure that a copy of the completed evaluation form is provided to the Registrars. If you have not received the completed evaluation form from your Judges at the end of your Moot, you should ask the Judges to complete the form before they leave the virtual court room.*

1. **Who do I contact if I have a question that neither these FAQs nor the Rules address?**
	1. *Ask the* ***Moot Court Registrars*** *(firstyearmoots@allard.ubc.ca) questions on administrative or procedural issues.*
	2. *Ask* ***Lisa Martz*** *(**lmartz@mail.ubc.ca**) general questions regarding oral advocacy, e.g. What is good court etiquette? How can I prepare myself for public speaking?*
	3. *Ask your* ***Criminal Law Professor*** *questions regarding substantive legal issues in the Moot Problem, e.g. What does paragraph “X” mean? How long is the term of the contract at issue? Also discuss with your Criminal Law Professors any issues related to partner/group pairings issues, feedback on your factum after the moots, and grading.*
	4. *Ask* ***Barbara Wang, Manager, Student Experience*** *(**wang@allard.ubc.ca**) questions regarding academic concessions and accommodations, e.g. Can I have an extension since I will not be able to submit my factum on time because [reason x]? I am really nervous about public speaking and am having substantial anxiety about this moot – do you have any coping tips?*
	5. *Ask* ***Nikos Harris*** *(nharris@allard.ubc.ca), any general questions regarding factums and written appellate advocacy.*
	6. *Also attend these mandatory lectures for more information:*
		* ***Factum Writing****: Thursday, January 13th, 2022 at 12:30pm, via zoom; and*
		* ***Oral Advocacy:*** *Thursday, February 3rd, 2022 at 12:30pm, format TBD.*