



# Mooting Manual

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A GENERAL GUIDE TO UNIVERSITY MOOTING IN NEW ZEALAND

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# Mooting Manual

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# Mooting Manual

## Organising a Competition

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# Mooting Manual

## Guide to Organising a Competition

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### Guide to Organising a Competition

Welcome to the task of coordinating the Bell Gully Junior Mooting Competition. Below is a comprehensive, step by step guide which covers every aspect of organising a competition. The first step for any Competitions Co-ordinator is to familiarise yourself with the rules of the competition as this is the easiest way to develop an understanding of what is involved in the competition itself. This part of the guide is intended to advise you on the "behind the scenes" aspects of the competition.

You can get help from former competition co-ordinators and their records. You should also keep a good record of everything you do this year and pass this on to next year's co-ordinator.

This guide is also available on our website at [www.bellgully.com/aboutus/MootingManual.pdf](http://www.bellgully.com/aboutus/MootingManual.pdf)

### Before the Competition

#### Setting a Date for the Competition

- You should have **at least** a tentative date set for your Mooting Competition **prior to** the February Council Meeting of the New Zealand Law Students' Association.
- The competition should also be held as early in the academic year as is practical. This provides the opportunity for Bell Gully to gain maximum exposure to law students prior to graduate recruitment time.
- Other factors which should be taken into account when setting the date for your competition include:
  - Due dates for opinions
  - Exam dates
  - Dates set for other student competitions
- In setting a date it is necessary to determine whether the competition will be run over successive full days, half days, evenings or weekends. In making this choice regard should be had to the following factors:
  - Lecture timetabling
  - The availability of rooms in which the competition may be held
  - The availability of judges
  - The number of competitors expected to enter the competition. (An estimate of the number of competitors likely to enter the competition can be based upon information kept by competition co-ordinators from previous years.)

**Planning a Competition**

The following information may be helpful:

- Each moot involves four competitors.
- Each moot takes approximately one hour and forty five minutes to run from start to finish, including judge's feedback and deliberation.
- Judges should not be expected to judge more than two moots without a significant break.
- The competition should include a final round.

**Example:**

A competition held over successive evenings involving a total of seventy two competitors may be programmed as follows:

<b>Monday</b> 4pm 6pm	<b>Room A</b> Moot 1 Moot 4	<b>Room B</b> Moot 2 Moot 5	<b>Room C</b> Moot 3 Moot 6
	1 Room 2 Judges 2 Moots 8 Competitors	1 Room 2 Judges 2 Moots 8 Competitors	1 Room 2 Judges 2 Moots 8 Competitors
<b>Tuesday</b> 4pm 6pm	<b>Room A</b> Moot 7 Moot 10	<b>Room B</b> Moot 8 Moot 11	<b>Room C</b> Moot 9 Moot 12
	1 Room 2 Judges 2 Moots 8 Competitors	1 Room 2 Judges 2 Moots 8 Competitors	1 Room 2 Judges 2 Moots 8 Competitors
<b>Wednesday</b> 4pm 6pm	<b>Room A</b> Moot 13 Moot 16	<b>Room B</b> Moot 14 Moot 17	<b>Room C</b> Moot 15 Moot 18
	1 Room 2 Judges 2 Moots 8 Competitors	1 Room 2 Judges 2 Moots 8 Competitors	1 Room 2 Judges 2 Moots 8 Competitors
<b>Monday</b>	Semi-final Round 1 Room 2 Judges 2 Moots 8 Competitors		
<b>Wednesday</b>	Final Round (usually open to the public) 2 or 3 Judges 1 Moot 4 Competitors		

**Booking Rooms for the Competition**

- It is usually necessary to book rooms within your Law Faculty for use during the competition. This should be done prior to notifying either sponsors or potential competitors of your chosen dates - obviously if there are no rooms available the competition will not be able to be held on your chosen days!

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- Seminar or tutorial rooms are generally appropriate for preliminary and semi-final rounds. They must have a table and chairs and a podium available for use by the competitors and a table for use by the judges.
  - Final rounds should be held in a larger room which can accommodate an audience and facilitate videotaping if this is required. Once again tables and chairs and a podium should be available.
  - Once again the following information should be taken into account in booking rooms for the competition:
    - Each moot involves four competitors.
    - Each moot takes approximately one hour and forty five minutes from start to finish, including judges' feedback and deliberation.
    - Judges should not be expected to participate in more than two moots without a significant break.

### Notifying the Sponsor of the Dates of the Competition

- As soon as the dates and room availability have been confirmed for your competition the Competitions Coordinator should notify Bell Gully.
- The contact addresses for Bell Gully are as follows:
  - **Auckland**  
Vero Centre  
48 Shortland Street  
PO Box 4199  
Auckland  
DX CP20509  
Telephone 64-9-916 8800  
Facsimile 64-9-916-8801
  - **Wellington**  
HP Tower  
171 Featherston Street  
PO Box 1291  
Wellington  
DX SX11164  
Telephone 64-4-473 7777  
Facsimile 64-4-473 3845

### Promotion

- Bell Gully distributes promotional posters which should be placed on Law School notice boards both at the beginning of the year, during orientation week, and when entries are sought for the competition. Once the competition is finished, notify Bell Gully of the names of the winners. Bell Gully will provide certificates for the winners. It is also a good idea to give the winners' names and brief details of the competition to university/law school publications and to legal professional bodies who are usually very pleased to run a brief story on the mooting competition results.
- Before the competition important avenues of promotion include:
  - Law Students' Society magazines or newsletters;

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- promotional speeches in lectures;
  - showing videos of past competition finals;
  - an information session for potential competitors. It is a good idea to ask former mooters or the responsible member of the faculty to do this. There is some helpful material in this manual that can be adapted and used for these sessions. Copies of the rules of the competition should be made available for people to look at this time;
  - copies of the competition rules should also be placed on desk copy in your library so that interested parties may read them at their leisure.
- Important aspects of the competition which should be emphasised in its promotion include:
    - the opportunity to compete at the NZLSA conference;
    - the acquisition of practical legal and advocacy skills.

### Entries

- The official entry form found in this manual should be distributed and used for obtaining entries.
- Advertise that all entries must be submitted by a specified date. This date should be no less than one week prior to the issuing of the competition moot problem to ensure that numbers, room bookings and judging requirements are confirmed well in advance.
- As entries are received it is important to keep in touch with Bell Gully if it becomes apparent that your entries will exceed the estimated numbers and Bell Gully is to supply judges for the preliminary rounds. This ensures that Bell Gully receives the maximum amount of notice of your judging and Participant Certificate requirements.
- Once the final numbers of entries have been received, room bookings and judges should be confirmed.

### Competition Schedule

- A competition timetable should be completed and issued to all competitors in their Competitor's Packs. This should include the dates of issuing the moot problems, the names of competitors and the sides they are to take, the date, time and venue at which points on appeal and/or submissions will be exchanged and the date and time of the moot. The date, time and venue at which points on appeal and/or submissions will be exchanged are set at the discretion of the Competitions Co-ordinator.
- Ideally there will be two weeks from the issuing of the problem to the first round of competition.
- This timetable should also be displayed in a prominent place in the law school, such as on the Law Students' Society notice board.

### Moot Problems

- Bell Gully provides a new moot problem for the university competitions and one for the national competition each year. If you want to use more than one problem for your university competition, Bell Gully will also provide an older problem that has been updated for re-use.

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- You do not have to use these problems for your university competition and very often the faculty will produce problems if requested.
  - Generally one problem is used for the preliminary rounds and another for the semi-final and final rounds, but you are free to use the same problem throughout, or a new one for just the final if you wish.
  - One thing to be conscious of is that if a problem is provided (say for a final) only 48 or 24 hours before the moot, materials such as cases should also be provided to the competitors. If this is the way you run the competition, you will need to put together these materials (contact Bell Gully in good time if you need assistance).

### Judges

- It is your responsibility to make contact with potential judges and arrange for judging.
- You should aim to have two judges for each moot in the preliminary rounds of competition. Individual judges may be used where the Competitions Coordinator experiences difficulty obtaining judges.
- For the final, which is fairly prestigious and generally well attended, it is appropriate to have a judging panel of three. We suggest that a faculty member, a partner from Bell Gully and a member of the Bar or the Bench is an appropriate mix.
- Once entries are closed for the competition it is necessary to confirm your final judging requirements. Depending on the location of your university Bell Gully may be able to provide judges for your preliminary rounds and semi final rounds as well as your competition final. For further judging requirements the Competitions Coordinator should approach local practitioners, academics, and other members of the legal community (giving them as much prior notice as possible).
- Where a number of different panels of judges are used to judge preliminary rounds measures should be taken for judges to meet and discuss the selection of finalists to maximise the level of consistency in the marking process.
- Copies of the Judges' Pack should be made and issued at the earliest possible opportunity to ensure that all judges are familiar with the rules, Judging Criteria, Moot Problem and the Judges Guide before they are called upon to judge the competition.
- If possible, a copy of all cases referred to in submissions should be provided to the judges.

### Competitors

- The Competitors' Packs should be photocopied and distributed by the Competitions Coordinator. These should be accompanied by the Moot problem to be used in the competition and the Competition Schedule described above.

### Timekeepers/Clerks of the Court

- People should be approached to act as Timekeepers/Clerks of the Court. Often junior law students are happy to help with this task because it is a good way to experience mooting before they have to compete themselves.
- Timekeepers/Clerks of the Court should be issued with the Timekeepers/Clerks of the Court information pack included in the manual.



- If there is no timekeeper for a moot the judges will enforce time limits.

### Function

- The presentation of the winners' trophies will generally occur at a function hosted by Bell Gully. The Competitions Coordinator should liaise with Bell Gully regarding this function.

### Photographer and Videotaping

- A photographer or video operator may be used to create a lasting record of the competition. Videos often provide an effective means of promoting the competition in subsequent years. They can be particularly useful where a promotional demonstration is not possible.

### On the Day

- All rooms should have a table and chair for the use of the judge. Water glasses and a jug of water should be available and refilled between rounds.

### Final

- Typically the final attracts a significant audience. We suggest that a brief synopsis of the mooting problem to be argued should be distributed to the audience so that they can appreciate the arguments to be made. This type of material could also be distributed as part of the promotion of the final at your law school.

### After the Competition

- The Competitions Co-ordinator should take responsibility for writing to all judges to thank them for their involvement in the competition.
- A report on the competition should be written by the Competitions Co-ordinator. A copy of this report should be forwarded to Bell Gully and the President of the New Zealand Law Students' Association.
- Sponsorship funds distributed by NZLSA are used to send the winning team to represent your Law Students' Society at the NZLSA Conference Competitions.

### Troubleshooting

- Read the relevant section of this manual if you have any questions.
- Previous competition co-ordinators, your faculty, the NZLSA officers, and contact people at Bell Gully in the last resort, may be able to help if you run into major problems.
- If the mooting problem requires clarification or correction on some point, please contact Bell Gully. A clarification or correction will be issued if necessary to all university competition co-ordinators.
- A common problem is that competitors drop out at the last minute, leaving their partners in the lurch. We recommend a firm policy that withdrawal of one mooter means both cannot compete unless a substitute (or another option) is found.

**Good luck with the competition!**

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## Entry Form

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Please enter me in the Bell Gully Junior Mooting Competition.

STUDENT NAME: \_\_\_\_\_

I would like to moot in a team with:

STUDENT NAME: \_\_\_\_\_

(NB: It is not essential that you submit the name of a preferred mooted partner but all competitors will be matched to a partner and if one cannot be found you may not be able to compete.)

I/We understand that we may be required to participate in a final round of competition.

I/We understand that should I/We place in an appropriate position in the competition, I/We may be required to attend the New Zealand Law Students' Association Annual Conference and Competition.

Please complete this entry form and return it to:

By the closing date for entries which is:

# **Mooting Manual**

## **Competitors' Packs**

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# Mooting Manual

## Information for Competitors

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### Bell Gully Mooting Junior Competition

#### Information for Competitors

Congratulations on your decision to enter the Bell Gully Junior Mooting Competition. Bell Gully sponsors undergraduate law students from all six New Zealand law schools to the New Zealand Law Students' Association National Mooting Competition.

Bell Gully has put together this mooring guide to help competitors prepare for their local law school competitions and for national and international mooring competitions.

Please find attached copies of:

- The Moot Problem
- The Mooting Competition Rules
- The Competition Conventions
- Mooting Tips
- Evaluation and marking regime for Moot Judges
- A Mooting Schedule showing due dates for submissions and the date and venue of your moot.

**Enjoy your moot, and good luck!**

# Mooting Manual

## Mooting Competition Rules

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### General

- Each team will comprise of two members, both of whom must be currently enrolled in their first year of substantive legal study.
- The number of preliminary rounds in the competition will be at the discretion of the competition's coordinator.

### The Moots

- After formal introduction to the Bench each team will have 40 minutes to present its case. This time may be divided between senior and junior counsel 20/20, or 25/15, or 15/25. The division of time must be specified before counsel begin their oral submissions.
- A warning will be issued with 2 minutes to go and when the allocated time for each team member is up. There will be no extensions of time.
- There will be no right of reply.
- Each team must submit a written outline of its submissions. These submissions will briefly contain:
  - An outline of the team's submissions.
  - Major argument(s) to be raised.
  - Allocations of speaking time.
- The written outline of submissions should conform to the High Court Rules in terms of format. Refer to the Practice Note at [1987] 1 NZLR 483 for further guidance.
- Teams will be expected to abide by these submissions wherever possible. However, counsel may depart from these written submissions.
- Three copies of the written outline of submissions must be submitted to the Competitions Coordinator at a time specified by them prior to the commencement of the moot. A deduction of 10 points may be made by the judges if submissions are not received on time.
- Teams must exchange copies of submissions at a time specified by the Competitions Coordinator prior to the commencement of the moot.
- Counsel are not required to provide copies of cases cited in their submissions to either judges or the opposing team.
- All research and preparation for the moots will be conducted solely by the members of teams. Any team using outside assistance may be disqualified from the competition.

- Counsel will not robe, but formal attire (i.e., suits) is appropriate.

### **Judges and Assessment**

- All moots will be heard as if before the Court of Appeal of New Zealand. The jurisdiction to hear the case will be assumed.
- Judges will award each counsel a mark out of 100. These marks will be allocated as follows:
  - Organisation of the presentation (15 marks).
  - Development of the arguments (30 marks).
  - Questions from the Bench (30 marks).
  - Speaking ability and delivery (25 marks).
- Scores will be submitted to the Competition Co-ordinator. They will not be made available to the team.
- At the end of each qualifying round, scores will be totalled.
- Those with the highest overall scores will be the finalists.
- In the event of a tie, the judge's decision shall be final and conclusive.

### **Moot Problems**

- Where issues relating to legislation are to be argued, this will be specifically referred to in the mooting problem. Otherwise argument is limited to the common law.
- The two winning mooters in the final round of competition shall be expected to compete at the New Zealand Law Students' Association Bell Gully Junior Mooting Competition.

# Mooting Manual

## Conventions

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- Counsel stand when the judge enters the room, bow to the judge and then sit down when the judge sits down.
- Once the judge appears ready, senior and junior counsel for the appellant stand. Senior counsel for the appellant announces that she or he appears for the party concerned by stating: *"May it please Your Honour my name is [Surname] and I appear for the appellant with my learned junior Ms/Mrs/Mr [Surname]"*. After this, both counsel for the appellants sit.
- Both counsel for the respondents stand and senior counsel introduces herself/himself and her/his junior as above.
- Senior and junior counsel for the appellant speak first, followed by senior and junior for the respondent.
- When the judge addresses you, you should stand. If the judge addresses other counsel while you are standing (e.g., during your oral argument), you should sit while counsel stands to reply.
- Judges of all courts are addressed in court as "Your Honour" or "Sir/M'am".
- When referring to a High Court or Court of Appeal judge in oral submissions they should be referred to as *"Justice [Surname]"* and not *"[Surname] J."*. District Court judges should be referred to as *"Judge [Surname]"*.
- It is conventional to describe other counsel as *"My learned friend"*. Female counsel should preface their surname with Ms/Miss/Mrs. Male counsel should use only their surname. The first names of counsel (both male and female) should never be used.
- When arguing a point of law it is permissible to say "I submit that ... " or "It is my contention ...".
- The correct way to cite cases when speaking is "Brown and Jones" - **not** "Brown v Jones" or "Brown versus Jones".
- Upon closing argument, junior counsel should advise the Court that the case has concluded in the following or similar words:

*"If the Court pleases, that is the case for the Appellant/Respondent".*

# Mooting Manual

## Mooting Tips

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This section of the Bell Gully Mooting Manual is intended to assist you in preparing for and surviving your moot. For further assistance you should consult any guides put out by your own University.

### Contents

Approaches to Mooting

Preparation

Research

Synopsis

Oral Submissions

Questions

### Approaches to Mooting

Students usually adopt one of two approaches to mooting. The first approach could be described as the "**consistent approach**". As its description suggests, this approach involves the student putting in a consistent effort in preparing for the moot right up until the actual event. The second approach can quite simply be described as the "**panic approach**". This approach usually involves students doing very little in the first week of preparation, spending 24 hours in pre-synopsis panic, most of the second week recovering from the pre-synopsis panic and then the final 24 hours hurriedly trying to put together some sort of a speech.

A "**hybrid approach**" which covers a middle ground between these 2 approaches is probably best. A consistent, well-researched synopsis is always the key to a good moot. However, there is no point putting all your effort into preparing a superb synopsis if your preparation for the actual moot is not up to scratch. 30% of your marks in the moot are derived from your ability to answer the Judge's questions well. The only way to answer questions well is to practice and prepare. Therefore, the emphasis or focus of your preparation should always be the second week. It is during this week that your arguments really begin to come together and you develop a good understanding of the overall dynamics of your case.

It is vital that students know the limits of their arguments. To do this adequately, a student must have a clear overall picture of her or his own case and their co-counsel's case. One of the important, but often forgotten, aspects of mooting is team work. Mooting is a process of partnership at all stages. As senior or junior counsel you are only able to present part of your client's case. If you are unfamiliar with the other part of your client's case or the case for the other side you risk contradicting and weakening your client's position. It is foolish not to involve your partner in every stage of your preparation. This is not to say that effort need be duplicated. It is sufficient, for example, to simply brief your partner on where your research on legal issues has taken you. The key point to remember is that no-one ever wins a moot by themselves.

### Preparation



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Undoubtedly the key to any moot is preparation. It is the one part of the mooting process which you have complete control over. Good preparation goes a long way towards providing much needed confidence during oral argument.

### Initial Preparation

Ideally, preparation should start as soon as you pick up the moot problem. Below is a brief step-by-step guide for a suggested approach to initial preparation:

- Read through the moot problem.
- Allow about 10 minutes for the initial wave of panic to pass (as you suddenly realise that you are completely unfamiliar with the area of the law on which the moot problem is based!)
- Ask yourself what is your initial reaction to the problem. Where does the justice appear to lie?
- Arrange a time to meet with your mooting partner and brainstorm the topic. This should be done before you even start to think about research. The two of you should sit down, having both read the problem, and try and work out what you think the potential legal issues are and identify any obvious policy arguments. Be careful not to confine your brainstorming session just to your client's case. The idea is to identify issues that the problem raises in general.
- Next, do some general research on the main issues. This involves finding out what the key legal principles are and how they work.
- After your general research has been completed, you should meet with your mooting partner to discuss strategy. If you are acting for the appellant, then this is the time you need to identify your points of appeal. The Mooting Problem may have already identified these for you. Work out the most obvious key arguments in your case. At this stage, you should be looking at the big picture. Detailed research can be done later. In many moots the problem will disclose two, three, or four main arguments. These will probably become your main submissions. Remember, you only have 40 minutes to address the Court on your client's case. Concentrate on the main points rather than trying to cover a host of minor details.
- Once you have identified your main arguments, the next step is to research each submission. There is no point in both you and your partner researching each submission together, especially where preparation time is limited. Each person should research a different aspect of the moot. More often than not you will become most familiar with the topics which you research and will therefore prefer to present oral submissions on these topics. More experienced mooters, however, often divide the moot up after the research has been done because they have a developed mooting style and can identify the types of arguments they are best at making submissions on.

### Research

The most important thing to remember when researching is that you may not find the answer. What you should be looking for are arguments. Below is a suggested guide to researching a mooting topic.

- Identify legal principles which support and oppose your main arguments. Remember that your main arguments should be based on principle and not on example.
- Identify relevant case law. Often mooting problems may be based on existing cases. Don't waste too much of your valuable research time looking for the case that your mooting problem may or may not be based on. Balance your research time. If you find a case that you think your mooting problem is based on, but the decision is not in your favour, don't panic. Scrutinise the arguments and use them to get ideas for your own case. In many national and international competitions the moot problem sets out the case law students are required to refer to. Where

you are not given a fixed case list you should limit the cases you cite. Twelve is usually more than enough. Remember you only have a limited time to present your case.

- Prioritise your case law in order of relevance. This means you should read your cases carefully and work out how you are going to use them to support your arguments. For example, are you citing a particular case as authority for a legal principle that supports your argument? Or are you citing it for a more limited purpose, for instance, to illustrate how the Courts have tended to approach a particular issue.
- Once you have researched the applicable law you can then look at the policy arguments you identified during your initial preparation. Often secondary material such as journals and articles are helpful in identifying policy arguments that have been considered before. The important thing with policy arguments is not to overuse them. They are persuasive but you must be aware of their limited authority. Rarely will a good policy argument override a legal argument.

Once you have finished researching your main arguments you should meet with your mooting partner to brief them on what you found. This way you are both familiar with where all of your arguments stand without duplicating research.

### Drafting your Synopsis

The key to a good synopsis is to state your arguments succinctly, logically and clearly. There is nothing worse from a Judge's point of view than to read a very comprehensive but confusing synopsis. A synopsis is not an opinion. Arguments are at their most persuasive when they are put simply and succinctly. Below are a few guidelines for drafting a synopsis:

- State your main submission or argument. For example:
 

"4. The defendant was 'detained' within the meaning of s23(1)(b) of the New Zealand Bill of Rights Act."
- Set out the relevant principle of law (if there is one). For example:
 

"4.7 The meaning of 'detained' was considered in *R v X*

"...quote from *R v X*..."

cf *R v Y* (cite contrary authority where appropriate)
- Where possible break the relevant legal principle down into smaller points. Clearly set out what you need to establish in order for your argument to succeed. For example:
 

"4.2 A person can be "detained" if there is:

(a) Actual detention, or

(b) Reasonable subjective belief of detention."
- Once you have separated out the points you need to establish, the next step is to apply the law to the facts and map out your argument for the Judge. For example:
 

"4.3 In the present case there was an actual detention:

Fact 1

Fact 2

Fact 3."

- Be as logical and as simplistic as possible without leaving out any important details. A simple argument does not mean an argument devoid of detail. Even a complex argument can be expressed simply if the appropriate law is identified, the key points you need to establish are set out, and the law is applied to the facts.
- Once you and your mooting partner have drafted the submissions (either together or separately) the next step is to review the whole synopsis. Make sure that the layout and format is consistent. Identify whether individual submissions are additional, alternative or reliant on your other arguments. When you frame submissions in the alternative you should clearly identify this for the Judge. A submission should be in the alternative if it gives the Judge another opportunity to decide in your favour where they have rejected your primary submission. For example, your primary submission in the above example was that there was an actual detention, your next submission may therefore read as follows:

“5. In the *alternative*, there was a clear subjective belief of detention.”

The submission is framed in the alternative because the Judge is entitled to find that the defendant was "detained" if there was actual detention or subjective belief of detention. In this example, your next submission would have to be that the subjective belief was reasonable.

- If you rely on any statutory provisions or quotations it is important to set those out in full in the synopsis for the Judge.
- When it comes to exchanging synopses with the other side, check with the Competitions Coordinator as to when and where the exchange should take place. There may be arguments in your opponent's synopsis that you haven't countered or addressed in your own. During the moot you are entitled to refer to your opponent's synopsis and address the points raised in it.

### Oral Submissions

- There are two main approaches to preparing oral submissions. Some people prefer to have their speech written out in full. Others prefer to prepare their speech notes in point form, delivering their submissions in a more 'off-the-cuff' fashion. There is no right way or wrong way to prepare oral submissions. The most important thing is that you feel comfortable with the preparation you have done. If you have not mooted before, the best thing is to practise both approaches on just one of your submissions and decide which approach you feel most comfortable with. Don't be embarrassed about writing out your oral submissions in full, many legal counsel do. The key point to remember is that a moot is a process of communication. You are trying to persuade the Judge of the merits of your case. No Judge will be persuaded by a person who stands up and reads their submissions. There needs to be eye contact, voice modulation and, where appropriate, hand gestures.

### A written speech

- The danger with preparing written oral submissions is that you may lack the flexibility to answer questions. When a Judge asks you a question in the middle of the moot, you must be able to respond and then move smoothly back into your submissions without being repetitive. If you adopt this form of preparing oral submissions, do not "read" your speech. You need to communicate with the Judge in order to persuade him or her of the merits of your case. Constantly looking down while you read your submissions will not achieve this. If you write out your oral submissions in full, make sure you practice numerous times before the moot. Be so familiar with your speech that it is there as a back-up more than anything else.

### Oral submissions in point form

- This approach to preparing oral submissions requires quite a bit of preparation. You must practice going through your oral submissions numerous times before the actual moot.

Identifying what aspects you need to make a note of so as to prompt yourself at the appropriate moment, and what details you need to say but are not going to include in your points. You also need to be familiar enough with your submissions to be able to respond to questions which are slightly irrelevant, or which direct you to different arguments.

- Work out what points you need to establish in order for your propositions to succeed. Then work out the arguments that support your various points.
- At all times you must be completely familiar with exactly what you are asking the Judge to hold. For example, if you are citing a case you must know the limit of its authority. If it is a case from another jurisdiction then its authority might be limited by virtue of the fact that the case is based in part on a statute that New Zealand does not have, or a social situation that is not apparent in New Zealand. All of these distinguishing factors can be minimised but it is very important to be aware of them when you are using the case as an authority for your argument.
- Another good hint to preparing oral submissions, regardless of which approach you adopt, is to have one sheet of paper which sets out in the points that you must establish in order for your argument to succeed. These are the points that you cannot concede. On the bottom half of this sheet of paper it is often a good idea to jot down the parts of your argument that aren't so critical. These are the points that you can concede if put under pressure by the Judge, or if it becomes apparent that you are pursuing an unreasonable line of argument.
- Work through the cases that you are going to be referring to. One of the easiest questions for a Judge to ask counsel is "What are the facts of this case you are citing?" A good idea, particularly if this is your first moot, is to write on a separate sheet of paper a brief outline of the facts of each case you are citing, which Court it was in, and the Judge who gave the decision. Then, if asked, you can pull out the sheet and have the details at hand.
- Know the overall structure of your case and how your submissions fit together. If your structure is logical your arguments will be more persuasive. Often mooters become so involved in the moot problem they lose sight of the "big picture". At this stage of your preparation you have probably identified the good arguments already. Now is the time to focus on structure. Identify your main propositions.

## Questions

Your ability to answer questions from the Bench counts for 30% of your final mark. Expect to be questioned. Before the moot go through your oral submissions and get someone to question you. Get used to being interrupted. Know which of your arguments are likely to draw questions from the Bench. Below are a few tips on being questioned:

- Before the moot think of the kinds of questions a Judge could ask you. (Ideally you should spend at least the day of the moot doing only this). Prepare answers to those questions, being careful to think of how your answer affects the "big picture" of your case.
- By now you should know the strengths and weaknesses of your case. Remember that the Judge's questions will almost always concentrate on your weaknesses. During your preparation time think of a response to obvious questions.
- If you are placed in a situation where you cannot think of any effective reply, you don't need to concede the point if you don't want to. It is enough if you say:

*"I'm sorry your Honour, but I can't take this point any further."*

- Don't be afraid of being questioned. They help identify the aspects of your argument the Judge doesn't understand. It shows that the Judge is considering what you are saying.

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- Take your time-if you have not already prepared an answer be careful not to respond too quickly. Often counsel risk contradicting another aspect of their case if they do not take a moment to consider the repercussions of their answer.
  - Speak slowly and clearly.
  - Use questions to advance your case. Where possible incorporate your arguments or submissions in your response.
  - Answer the question - do not avoid it or answer a different question.
  - Listen carefully to the question. If you do not understand it ask the Judge to clarify or repeat it. This gives you more time to think of a response.
  - After you've responded to the Judge's question it is often a good idea to ask if the Judge would like you to elaborate further or if your answer was sufficient.
  - You should treat a Judge's suggestion on the law with respect but you are not obliged to accept that they are correct. If you disagree you might respond by saying:  

*"I am obliged to your Honour for drawing my attention to that case, but, with respect, I would submit that it is distinguishable on several bases..."*
  - Have confidence in the arguments you have developed and researched.

# Mooting Manual

## Judges' Packs

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# Mooting Manual

## Guide to Moot Judges

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### Moot Court of Appeal

You are sitting as a Judge of the Moot Court of Appeal, an appellant court of equivalent jurisdiction and standing to the New Zealand Court of Appeal. However, unlike the New Zealand Court of Appeal, the Moot Court of Appeal is not bound by decisions of any other Court. Thus a decision of the Supreme Court will be highly persuasive but not binding. Decisions of the New Zealand Court of Appeal, the Supreme Court and the English Court of Appeal will be persuasive only. Decisions of the High Court of Australia and the Supreme Court of Canada will be less persuasive authority, as will the lower court decisions from New Zealand (i.e., High Court/District Court), England, Australia and Canada.

### Preparation

Please find enclosed:

- Guide to moot judges and the attached evaluation and marking regime. A copy of the Mooting Rules;
- The moot problem and judges' guide;
- A synopsis of the appellant's submissions;
- A synopsis of the respondent's submissions;
- A copy of the cases cited in the mooting problem;
- Marking schedules for each competitor.

Before the moot, please take time to read these documents and if possible the major cases relied on by the appellants and the respondents. Often the respondent's synopsis will be a useful source of questions for judges to ask the appellants, who make their submissions first.

### Time limits

Both the appellants and the respondents have 40 minutes to present their case. This time limit is to include any questions from the Bench. Counsel can decide how to divide the allocated time between senior and junior counsel. The divisions of time should be specified by counsel orally or in their written submission. There will be no right of reply and no extension of time. Where possible there will be a time keeper for each moot who will enforce these limits. Please inform them of the team's elected time allocations. Where no time keeper is present please note the time and enforce these limits yourself.

**Questions**

It is expected that as judges you will wish to ask questions of the competitors to test both their arguments and their ability to depart from prepared material. Please try to question all four competitors evenly.

**Comments after the Moot**

After the moot is finished, it would be helpful if you could spend 10 minutes making general observations about both the competitor's synopses and the moot itself. More particular comments may be left for the individual competitor's evaluation sheet.

Thank you for giving up your valuable time to participate as a judge in this mooting programme. We trust you will enjoy your time on the Bench of the Moot Court of Appeal.

**The Law Students' Society  
Bell Gully**



# Mooting Manual

## Evaluation and Marking Regime

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Judges will award each counsel a mark out of 100. These marks will be allocated as follows:

Organisation	15 marks
Development of the arguments	30 marks
Questions from the Bench	30 marks
Speaking ability and delivery	25 marks

In order to assist in the allocation of marks each of these categories are examined in detail below.

### **Organisation (15 marks)**

#### **Counsel's Introduction**

- Did counsel give a brief summary of their case and the issues they were going to discuss?
- Did senior counsel outline how they divided the issues between senior and junior counsel?
- Did counsel give a brief overview of the case as they saw it?
- Were counsel's main arguments summarised before they were discussed in detail?

#### **Organisation of Counsel's Case**

- Did counsel organise their submissions and arguments in a logical sequence?
- Were counsel's arguments organised so as to maximise comprehension and clarity?
- Were counsel's submissions divided logically between counsel?

#### **Conciseness**

- Did counsel summarise their main arguments concisely?
- Did counsel present too many minor arguments which detracted from the importance of their main submission and the clarity of their presentation?

#### **Comprehensiveness**

- Were any essential matters omitted from counsel's submissions?

**Flexibility**

- Did counsel organise their case so that it was flexible enough to change to meet the wishes of the Court?

**Counsel's Conclusion**

- Did counsel conclude their submissions?
- Was the summary of arguments concise and effective?

**Development of the Argument (30 marks)****Application of Law to the Facts**

- Were the legal arguments and authorities effectively woven into the facts of the case?

**Use of Legal Authorities**

- Did counsel make effective use of the legal authorities and policy arguments in their favour?
- Did counsel appear familiar with the case law in the area?
- Was counsel familiar with the case law they cited?
- Was counsel aware of the limitations of the cases they cited? (For example, if it is an overseas case, a statute which does not apply in New Zealand may have affected the outcome of the case, and therefore, limit the usefulness of the case as an authority in New Zealand).

**Counsel's Arguments**

- Did counsel support their submissions with clear and concise arguments?
- Did counsel structure their arguments logically?
- Were counsel's arguments persuasively developed? (i.e. did counsel present complex arguments in a simple and not overly complicated way?)
- Did counsel maximise her or his strong arguments and minimise any detrimental impact of her or his weaker arguments?
- Did counsel make any unnecessary concessions?
- Was counsel aware of the overall structure of his or her submissions so that concessions could be made without damaging the case?

**Allocation of Time**

- Did counsel manage to make all of the fundamental arguments necessary to win the case before her or his time expired?
- Did counsel move quickly over the straight-forward submissions and focus more time on contentious or complicated submissions?

**Questions from the Bench (30 marks)****Preparation**

- Was counsel adequately prepared to answer the questions that one could reasonably assume would be posed by the Bench?

**Perception**

- Was counsel able to understand what the judges were looking for when asked hypothetical questions?
- Was counsel able to perceive what the judges considered to be important issues which required clarification or favourable aspects of her or his case which should have been stressed?
- Was counsel able to recognise "rescue" questions and utilise them to her or his advantage?
- Did counsel use the judge's questions to advance her or his case?
- Did counsel redirect the judge where the relevant questions or issues were raised?

**Response to Questions**

- Did counsel answer the questions posed, or were the responses evasive?
- Were counsel's responses concise and to the point?
- Were irrelevant questions properly handled?
- At the judge's persistence did counsel adopt a flexible position to accommodate the judge's view without compromising her or his case?

**Composure**

- Was counsel shaken by questioning?
- Was the speaker able to maintain composure under pressure?

**Speaking Delivery and Ability (25 marks)****Confidence**

- Was counsel able to speak clearly and confidently?
- Was counsel able to converse comfortably with the judge?

**Familiarity with Argument**

- Did counsel read her or his submissions?
- Did counsel divert from her or his notes during questioning?
- Was counsel able to move easily back into her or his submissions following questioning?

**Mannerisms**

- Did counsel have any distracting mannerisms?
- Was counsel's overall demeanour and posture good?
- Was counsel able to develop a rapport with the Bench and incorporate appropriate body language?

**Delivery**

- Did counsel use an appropriate tone when delivering her or his submissions?
- Did counsel speak persuasively but not too rapidly?
- Did counsel vary her or his pitch, pace and volume and use appropriate emphasis and phrasing?
- Did counsel use appropriate expressions when making submissions?

**Formalities of Court**

- Did counsel adhere to the formalities of court including citations, references to courts and the judiciary, references to the Bench and fellow counsel?

# Mooting Manual

## Mooting Competition Rules

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- Each team will comprise of two members, both of whom must be currently enrolled in their first year of substantive legal study.
- The number of preliminary rounds in the competition will be at the discretion of the competition's coordinator.

### The Moots

- After formal introduction to the Bench each team will have 40 minutes to present their case. The time may be divided between senior and junior counsel 20/20, or 25/15, or 15/25. The division of time must be specified before you begin your oral submissions.
- A warning will be issued with 2 minutes to go and when the allocated time for each team member is up. There will be no extensions of time.
- There will be no right of reply.
- Each team must submit a written outline of their submissions. These will briefly contain:
  - An outline of the team's submissions.
  - Major argument(s) to be raised.
  - Allocations of speaking time.
- The written outline of submissions should conform to the High Courts Rules in terms of format. Refer to the Practice Note at [1987] 1 NZLR 483 for further guidance.
- Teams will be expected to abide by these submissions wherever possible, however departure from written submissions is permitted.
- Three copies of the written outline of submissions must be submitted to the Competitions Co-ordinator at a time specified by them prior to the commencement of the moot. A deduction of 10 points may be made by the judges if submissions are not received on time.
- Teams must exchange copies of submissions at a time specified by the Competitions Co-ordinator prior to the commencement of the moot.
- Counsel are not required to provide copies of cases cited in their submissions to either judges or the opposing team.

- All research and preparation for the moots will be conducted solely by the members of teams. Any team using outside assistance may be disqualified from the competition.
- Counsel will not robe, but formal attire (i.e., suits) is appropriate.

### **Judges and Assessment**

- All moots will be heard as if before the Court of Appeal of New Zealand. The jurisdiction to hear the case will be assumed.
- Judges will award each counsel a mark out of 100. These marks will be allocated as follows:
  - Organisation of the presentation (15 marks).
  - Development of the arguments (30 marks).
  - Questions from the Bench (30 marks).
  - Speaking ability and delivery (25 marks).
- Scores will be submitted to the Competition Co-ordinator. They will not be made available to the team.
- At the end of each qualifying round, scores will be totalled.
- Those with the highest overall scores will be the finalists.
- In the event of a tie, the judge's decision shall be final and conclusive.

### **Moot Problems**

- Where issues relating to legislation are to be argued, this will be specifically referred to in the mooting problem. Otherwise argument is limited to common law.
- The three highest scoring mooters in the final round of competition shall be entitled to compete at the Australasian Law Students' Association Mooting Competition.
- The two winning mooters in the final round of competition shall be entitled to compete at the New Zealand Law Students' Association Bell Gully Junior Mooting Competition.

# Mooting Manual

## Conventions

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- Counsel stand when the judge enters the room, bow to the judge and then sit down when the judge sits down.
- Once the judge appears ready, senior and junior counsel for the appellant stand. Senior counsel for the appellant announces that she or he appears for the party concerned by stating: *"May it please Your Honour my name is [Surname] and I appear for the appellant with my learned junior Ms/Mrs/Mr [Surname]"*. After this, both counsel for the appellants sit.
- Both counsel for the respondents stand and senior counsel introduces herself/himself and her/his junior as above.
- Senior and junior counsel for the appellant speak first, followed by senior and junior for the respondent.
- When the judge addresses you, you should stand. If the judge addresses other counsel while you are standing (e.g., during your oral argument), you should sit while counsel stands to reply.
- Judges of all courts are addressed in court as "Your Honour" or "Sir/M'am".
- When referring to a High Court or Court of Appeal judge in oral submissions they should be referred to as *"Justice [Surname]"* and not *"[Surname] J."*. District Court judges should be referred to as *"Judge [Surname]"*.
- It is conventional to describe other counsel as *"My learned friend"*. Female counsel should preface their surname with Ms/Miss/Mrs. Male counsel should use only their surname. The first names of counsel (both male and female) should never be used.
- When arguing a point of law it is permissible to say "I submit that ... " or "It is my contention ...".
- The correct way to cite cases when speaking is "Brown and Jones" - **not** "Brown v Jones" or "Brown versus Jones".
- Upon closing argument, junior counsel should advise the Court that the case has concluded in the following or similar words:

*"If the Court pleases, that is the case for the Appellant/Respondent"*.

# Mooting Manual

## Marking Schedule

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**NAME:** \_\_\_\_\_

**RESPONDENT** (Select One) **APPELLANT**

**SENIOR COUNSEL** (Select One) **JUNIOR COUNSEL**

ORGANISATION (OUT OF 15 MARKS)	
DEVELOPMENT (OUT OF 30 MARKS)	
QUESTIONS FROM THE BENCH (OUT OF 30 MARKS)	
SPEAKING ABILITY AND DELIVERY (OUT OF 25 MARKS)	
TOTAL (OUT OF 100 MARKS)	

**COMMENTS:** \_\_\_\_\_

**JUDGE:** \_\_\_\_\_



**Mooting Manual**

**Timekeeper/Clerk of the Court Packs**

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# Mooting Manual

## Guide to Moot Timekeepers

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Thank you for volunteering to act as a timekeeper in the Bell Gully Junior Mooting Competition. Enclosed is a copy of the Mooting Rules. Please make yourself familiar with these and with the protocols listed below which detail what is expected of you during this moot.

- As timekeeper you will also be acting as a **Clerk of the Court**. In this capacity it will be your responsibility to introduce the Judge to the Court in the following manner:

Clerk of the Court enters the room and calls:

*All rise for Her/His Honour the Judge'*

Judge enters; counsel bow to her/him and she/he sits, everyone else also sits.

Clerk of the Court rises and calls:

*"The Court is now in session in the Appeal of [Name of Case]"*

Clerk of the Court is seated and the moot begins with counsel introducing themselves. If, during the moot, counsel wish to pass any documents to the Judge, the Clerk of the Court receives these documents from counsel and passes them to the Judge.

At the end of the moot the Clerk of the Court stands and calls:

*"The Court is now adjourned, please stand for Her/His Honour the Judge"*

Everyone stands and the Clerk of the Court escorts the Judge from the room.

- In your capacity as **Timekeeper** you must:
  - Ask the Judge before the moot how long each speaker intends to speak for. These times may vary depending on how counsel have chosen to divide their time.
  - Sound a warning when each counsel has five and two minutes to go and when their time is up.

# Mooting Manual

## Mooting Competition Rules

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- Each team will comprise of two members, both of whom must be currently enrolled in their first year of substantive legal study.
- The number of preliminary rounds in the competition will be at the discretion of the competition's coordinator.

### The Moots

- After formal introduction to the Bench each team will have 40 minutes to present their case. The time may be divided between senior and junior counsel 20/20, or 25/15, or 15/25. The division of time must be specified in a written submission.
- A warning will be issued with 2 minutes to go and when the allocated time for each team member is up. There will be no extensions of time.
- There will be no right of reply.
- Each team must submit a written outline of their submissions. These will briefly contain:
  - An outline of the structure of the team's submissions.
  - Major arguments to be raised.
  - Allocations of speaking time.
- Teams will be expected to abide by these submissions wherever possible, however departure from written submissions is permitted.
- Three copies of the written outline of argument must be submitted to the Competitions Co-ordinator at a time specified by them prior to the commencement of the moot. A deduction of 10 points may be made by the judges if submissions are not received on time.
- Teams must exchange copies of submissions at a time specified by the Competitions Co-ordinator prior to the commencement of the moot.
- Counsel are not required to provide copies of cases cited in their submissions to either judges or the opposing team.
- All research and preparation for the moots will be conducted solely by members of the teams. Any team using outside assistance may be disqualified from the competition.
- Counsel will not robe, but formal attire (i.e. suits) is appropriate.

**Judges and Assessment**

- All moots will be heard as if before the Court of Appeal of New Zealand. The jurisdiction to hear the case will be assumed.
- Judges will award each counsel a mark out of 100. These marks will be allocated as follows:
  - Organisation of the presentation (15 marks).
  - Development of the arguments (30 marks).
  - Questions from the Bench (30 marks).
  - Speaking ability and delivery (25 marks).
- Scores will be submitted to the Competition Co-ordinator. They will not be made available to the team.
- At the end of each qualifying round, scores will be totalled.
- Those with the highest overall scores will be the finalists.
- In the event of a tie, the judge's decision shall be final and conclusive.

**Moot Problems**

- Where issues relating to legislation are to be argued, this will be specifically referred to in the mooting problem. Otherwise argument is limited to common law.
- The three highest scoring mooters in the final round of competition shall be entitled to compete at the Australasian Law Students' Association Mooting Competition.
- The two winning mooters in the final round of competition shall be entitled to compete at the New Zealand Law Students' Association Bell Gully Junior Mooting Competition.

# Mooting Manual

## NZLSA Competition

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# Mooting Manual

## NZLSA Conference Competition Rules

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### General

- Each affiliate school of law of NZLSA may nominate one team in the mooting competition. The host law school will be entitled to nominate two teams.
- Each team will comprise of two members, both of whom must be currently enrolled in their first year of substantive legal study.
- There will be two preliminary rounds of competition. Both rounds will moot the same fact pattern but teams will argue the Appellant's case in one round and the Respondent's case in the other round.

### The Moots

- After formal introduction to the Bench, each team will have 40 minutes to present their case. The time may be divided between senior and junior counsel 20/20, or 25/15, or 15/25. The division of time must be specified before you begin your oral submissions.
- A warning will be issued with five and two minutes to go and when the allocated time for each team member is up. There will be no extensions of time.
- There will be no right of reply.
- Each team must submit a written outline of their submissions. These will briefly contain:
  - An outline of the team's submissions.
  - Major argument(s) to be raised.
  - Allocations of speaking time.
- The written outline of submissions should conform to the High Court Rules in terms of format. Refer to the Practice Note at [1987] 1 NZLR 483 for further guidance.
- Teams will be expected to abide by these submissions wherever possible, however departure from written submissions is permitted.
- Three copies of the written outline of submissions must be submitted to the Conference Competitions Co-ordinator at a time specified by them, prior to the commencement of the moot. A deduction of 10 points may be made by the judges if submissions are not received on time.
- Teams must exchange copies of submissions at a time specified by the Competitions Co-ordinator prior to the commencement of the moot.
- Counsel may be required to provide copies of cases cited in their submissions to judges.

- All research and preparation for the moots will be conducted solely by the members of teams. Any team using outside assistance may be disqualified from the competition.
- Counsel will not robe, but formal attire (i.e., suits) is appropriate.

### **Judges and Assessment**

- All moots will be heard as if before the Court of Appeal of New Zealand. The jurisdiction to hear the case will be assumed.
- Judges will award each counsel a mark out of 100. These marks will be allocated as follows.
  - Organisation of the presentation (15 marks).
  - Development of the arguments (30 marks).
  - Questions from the Bench (30 marks).
  - Speaking ability and delivery (25 marks).
- Each team's score will be submitted to the Conference Competitions Co-ordinator. It will not be made available to the team.
- At the end of each qualifying round, each team's score will be totalled.
- The two teams with the highest scores will be the finalists.
- In the event of two teams being tied for second, the judge's decision shall be final and conclusive,

### **Moot Problems**

- Where issues relating to legislation are to be argued, this will be specifically referred to in the mooting problem. Otherwise argument is limited to common law.
- Moot problems will include a closed case list. Counsel are not required to refer to case law outside this list.

### **Winners**

- The winners of the mooting final will be announced at the closing dinner.
- The best individual mooter will be announced at the closing dinner. This will be the individual with the highest average score in all of the rounds in which they competed.

In the event of a dispute, the matter will be submitted to the Competitions Co-ordinator, the Conference Convenors, and the NZLSA President. Their decision will be final and conclusive.