



Part I: Overview and Logistics



American Board
of Trial Advocates





Part I: Overview and Logistics



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of Trial Advocates





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The Trial Academy program is comprised of several components:

- Part I: Overview and Logistics
- Part II: Case File/Fact Pattern
- Part III: Faculty Orientation and Training Materials

Part I: Overview and Logistics

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A Brief History of the American Inns of Court–ABOTA Trial Academy Program

A judge, a professor and an attorney walk into a board of trustees meeting...

In early 2016, a few American Inns of Court board members and some local American Board of Trial Advocates (ABOTA) leaders formulated a plan to conduct a joint program with local ABOTA chapters and American Inns of Court. Through observation at local Inn meetings, it became clear to them that there was a need for new attorneys to find a way to practice and perfect trial practice skills. At that time, there were no comprehensive programs presented by Inns to offer “learning-by-doing” instruction of trial skills in a short period of time. This observation came along with a realization that many Inn members were also ABOTA members. ABOTA is also a local chapter-based organization and is comprised of accomplished trial practitioners. For many years, the ABOTA Foundation has conducted trial demonstration seminars (“Masters in Trial”), and every year it holds a National Trial College. The Trial Academy was born out of a vision for a partnership offering a locally-based trial skills course at a moderate cost to new lawyers using the best local trial talent as faculty.

Leadership determined that a pilot effort was necessary, so things were set in motion in Dallas. The leadership of Dallas ABOTA and the William “Mac” Taylor American Inn of Court created a planning committee, and, after much careful planning, the pilot Trial Academy was held in mid-September 2016. The purpose was to determine how such a program would work practically and logistically and to see whether it was an effective teaching tool. The survey results concluded that it can be done and can be done well—participants rated both their skills and professionalism as significantly enhanced by attending the program. A second program was held in Austin in 2017.

The organizers felt that this program could be easily replicated and would benefit attorneys all around the country. With the approval of the American Inns of Court and ABOTA Foundation leadership, this package of materials has been developed to facilitate local chapters wishing to reprise this fun and valuable program. It provides a solid opportunity for new lawyers to enhance their trial skills and professionalism.

We’d like to thank the “piloteers” who put together the first Trial Academy in September of 2016 in Dallas, Texas. Their willingness to try something new and to share both their successes and “lessons learned,” allows us to bring you this “program-in-a-box” today.

- **Al Ellis**, Dallas ABOTA and William “Mac” Taylor American Inn of Court
- **Nicole LaBoeuf**, William “Mac” Taylor American Inn of Court
- **Justice Doug Lang**, William “Mac” Taylor American Inn of Court
- **Patrick Long**, Dallas ABOTA
- **Anthony Magee**, William “Mac” Taylor American Inn of Court
- **Professor Fred Moss**, SMU Dedman School of Law and Patrick E. Higginbotham American Inn of Court
- **Ed Mullins**, John Belton O’Neill American Inn of Court
- **Mark Strachan**, Dallas ABOTA
- **Grace Weatherly**, Dallas ABOTA and 2019 ABOTA national vice president
- **Ben Weaver**, First District Appellate American Inn of Court

What makes this program different?

Collaboration between an American Inn of Court and a local chapter of ABOTA is a winning combination because these two organizations can provide participants the combination of the highest levels of trial attorney and trial judge expertise.

Unlike other programs, the Trial Academy is moderately priced, locally-based and scheduled to accommodate working professionals.

Performing before mock juries, receiving both group feedback and one-on-one video critique of the exercises make the Trial Academy a valuable programmatic offering.

This is a fantastic way to involve local law schools—use students to serve as jurors and witnesses—and engage your chapter memberships!

The American Inns of Court Professional Creed

Whereas, the Rule of Law is essential to preserving and protecting the rights and liberties of a free people; and

Whereas, throughout history, lawyers and judges have preserved, protected and defended the Rule of Law in order to ensure justice for all; and

Whereas, preservation and promulgation of the highest standards of excellence in professionalism, ethics, civility, and legal skills are essential to achieving justice under the Rule of Law;

Now therefore, as a member of an American Inn of Court, I hereby adopt this professional creed with a pledge to honor its principles and practices:

- I will treat the practice of law as a learned profession and will uphold the standards of the profession with dignity, civility and courtesy.
- I will value my integrity above all. My word is my bond.
- I will develop my practice with dignity and will be mindful in my communications with the public that what is constitutionally permissible may not be professionally appropriate.
- I will serve as an officer of the court, encouraging respect for the law in all that I do and avoiding abuse or misuse of the law, its procedures, its participants and its processes.
- I will represent the interests of my client with vigor and will seek the most expeditious and least costly solutions to problems, resolving disputes through negotiation whenever possible.
- I will work continuously to attain the highest level of knowledge and skill in the areas of the law in which I practice.
- I will contribute time and resources to public service, charitable activities and pro bono work.
- I will work to make the legal system more accessible, responsive and effective.
- I will honor the requirements, the spirit and the intent of the applicable rules or codes of professional conduct for my jurisdiction, and will encourage others to do the same.

American Board of Trial Advocates

Code of Professionalism

As a member of the American Board of Trial Advocates, I shall:

- Always remember that the practice of law is first and foremost a profession.
- Encourage respect for the law, the courts, and the right to trial by jury.
- Always remember that my word is my bond and honor my responsibilities to serve as an officer of the court and protector of individual rights.
- Contribute time and resources to public service, public education, charitable and pro bono activities in my community.
- Work with the other members of the bar, including judges, opposing counsel, and those whose practices are different from mine, to make our system of justice more accessible and responsive.
- Resolve matters and disputes expeditiously, without unnecessary expense, and through negotiation whenever possible.
- Keep my clients well-informed and involved in making decisions affecting them.
- Achieve and maintain proficiency in my practice and continue to expand my knowledge of the law.
- Be respectful in my conduct toward my adversaries.
- Honor the spirit and intent, as well as the requirements of applicable rules or codes of professional conduct, and shall encourage others to do so.



American Inns of Court ABOTA Trial Academy Guidelines and Overview

Getting Started

As you contemplate your first Trial Academy, keep in mind that this endeavor is new for everyone involved:

- Both organizations
- Planning committee
- Faculty
- Participants

There will be many questions and mistakes, but—hopefully—few surprises. These materials are designed to address as many issues as possible. However, be prepared for anything, including a lot of work up front.

It's going to take time. From the initial planning stages through the end of the program, it can take anywhere between six months to a year.

Community Involvement

A successful program depends on wide participation. Consider including other groups or organizations in the Trial Academy. Some cities are home to more than one American Inn of Court or ABOTA chapter. Invite the local bar association, law schools or local firms. These can be important sources of financial support, participant recruitment, and visibility.

Expenses

This program involves expenses, and may include:

- **Facilities:** Having space donated is highly desirable otherwise this can become a significant cost.
- **Case materials:** The program includes a fact pattern you can use at no cost (Part II). In addition, the ABOTA Foundation has materials for several cases that have been used for Masters in Trial seminars. Should you decide to purchase a National Institute for Trial Advocacy (NITA) or Lexis-Nexis case study, there will be costs associated with that.
- **Onsite materials:** Materials, schedules and signage will need to be assembled and copied for distribution.
- **Food:** Other than facilities, food & beverage will be your biggest cost. You'll need to provide sustenance for three days for 25–30 people (depending upon how many volunteers attend each day).

- **Technology:** More in the technology section, but there may be costs associated mostly with onsite support.
- **CLE related fees:** If you get this program approved for CLE, there may be fees associated with the application.

This program can also generate revenue, but should not be viewed as a “money-maker.” One of the things which sets this program apart is its affordable nature.

- **Registration Fees:** It is perfectly acceptable to charge a registration fee—it can be enough to cover costs, but should at least be enough to solidify a commitment to participate. Participant fees might range from \$100 to \$500.
- **Chapter Assistance:** It may be possible that the local ABOTA chapter or Inn may have funds to contribute to the effort.
- **Sponsorship:** If so inclined, sponsorship from local law firms or legal support service firms may be sought.

A sample budget is included in these materials.

Educational Content

LECTURE & DEMONSTRATIONS*

We recommend including demonstrations of an opening statement, direct examination, cross-examination, and closing argument in the program. One hour should be allotted for each trial skill and should include:

- Lecture about the trial skill.
- Demonstration of that trial skill, using a witness (where appropriate).
- Lecture and demonstration on jury selection. Be sure to allow time for participant questions.
- Base both the lecture and demonstration on the case problem being used so that the participants can immediately see the application.

*Information on how to do this is included as part of the faculty orientation program (Part III).

CASE MATERIALS

The Trial Academy is based on participants working on a mock trial problem. Any case you use needs to include: a case summary, petition and answer, witness statement or deposition of each witness, exhibits, jury instructions and verdict form. We have created a case for use with this program (Part II), which can be adjusted to suit your audience.

However, there are other sources for your case materials, such as NITA, the ABOTA Foundation, or your group can write its own materials. Whichever you choose, please be sure to check and honor copyright restrictions. Any case that is used should meet the following criteria:

- The problem must be balanced so that neither plaintiff nor defendant has a clear advantage.
- The case problem should be general enough to be usable by participants without having to spend too much time learning specialized substantive law.
- The case problem should be simple enough to be studied and completed in the time allowed.
- The case problem should include two fact witnesses per side.

Considerations:

- Due to time constraints, expert witnesses and damages should not be used.
- E-publications (e.g., Lexis-Nexis) can be problematic: downloading, assignments, multiple users.
- Buying course materials can be expensive.

Other Materials

The Trial Academy package consists of four separate components:

- Part I: Overview and Logistics
- Part II: Case File/Fact Pattern
- Part III: Faculty Orientation and Training Materials
- Part IV: Customizable handout cover
- Part V: Certificate of completion

These are available for download on the Trial Academy website at home.innsofcourt.org/TrialAcademy. Many aspects of the program require customizable materials that must be updated/filled-in/adjusted for your group and possibly printed. Samples are included in Part I:

- Overview of program
- Suggested schedule
- Sample budget
- Logistics matrix

- Assignment matrix
- Participant assignments

The Players

There are many roles to fill in order to hold this program. Please consider issues of diversity when selecting a planning committee, the faculty, and the participants. In general, new lawyers are more diverse than more experienced attorneys. Participants will expect a faculty as diverse as they are. This can present challenges, but if you are mindful as you recruit faculty and volunteers, you should find success. Diversity can mean many things: gender, race and ethnicity, experience levels, practice areas, firm size, etc. The four main groups of people to consider are:

- Planning Committee
- Faculty
- Participants
- Volunteers

PLANNING COMMITTEE

The roles and responsibilities for a Trial Academy planning committee do not end when the program begins! Planning and conducting a Trial Academy requires substantial work which means many people must be involved. There will be a lot of communication to and with the planning committee in advance of the program; sample emails are included in this package. We have done our best to identify the tasks which must be accomplished. Remember to delegate and share the load!

It is critical to have a visionary leader with the gravitas and commitment at the helm of the planning committee. This will draw others to the project, motivating local lawyers and judiciary to support the project. We recommend a committee of no more than five members, with an additional five or so people who can help with the work. Having an advisor who has conducted a trial skills program such as a NITA, ABOTA's "Masters in Trial" series, or a similar program will be an invaluable asset.

Be sure not to overwhelm one person with too much responsibility. While specific tasks can be delegated to different individuals, there needs to be at least one person on the planning committee who is tasked with management of information, including but not limited to:

- Organizing phone calls for the committee
- Sending email updates to the committee

- Tracking identified participants and coordinating marketing efforts (a sample email to prospective participants is included in this package)
- Keeping updated lists of available faculty, jurors, and participants
- Creating rosters

Depending on how much work is involved, it might be a good idea to create sub-committees for each area, but at the very least, there should be one planning committee member assigned to coordinate and report on each of the following areas:

- **Faculty:** recruiting, training, and support
- **Participants:** recruiting, collecting payments, grouping and assigning, offering onsite support
- **Jurors:** recruiting, organizing
- **Facilities:** reservations, coordination, catering, technology, photography
- **Materials:** creating/adjusting, printing, distribution, certificates of completion
- **CLE:** applying, submitting materials, following up

The Planning Committee should also create a budget that includes all projected costs. In addition, they should set the program fee for participants, determine what donations are in place, and decide who will be responsible for covering any additional costs.

FACULTY

For this program, you need four groups of experienced attorneys:

- **Content Reviewers**—These should be experienced attorneys who can review all materials used during the training to determine that they are appropriate. Does the case work for your group? What changes need to be made? What are the things that should be covered?
- **Lecturers/demonstrators**—Experienced trial lawyers will be needed to discuss and demonstrate each of the trial skills.
- **Onsite Faculty**—Experienced trial lawyers will be needed to watch and critique each participant's performance of a trial skill.
- **Judges**—If possible, try to enlist actual judges to serve as judges in the final trials. In addition to their time and expertise, judges may also donate use of their courtrooms.

- **Jurors**—Having jurors provides participants experience with communication in a trial and adds an extra valuable layer to the training. We recommend enlisting law students to serve as jurors, but you can also pull from the local chapter memberships.

Orientation

While you will be using experienced and highly-respected attorneys and judges to deliver the training, it is still critical to hold an orientation program before the program. Part III of the Trial Academy materials provides a comprehensive schedule, handouts, guidelines and PowerPoint to properly orient and train your Trial Academy faculty.

1. While in the real world, people do things their own way, for the sake of the quality of the program everyone needs to be on the same page. All faculty will be observing and critiquing all groups. Orienting them will ensure that each session is conducted in a consistent manner.
2. The case materials should be reviewed and all potential questions answered in advance and agreed upon as a group.
3. Observation of how a lecture/demonstration is presented will provide clear guidelines to those preparing them.
4. Participant feedback guidelines will be reviewed.

Responsibilities

Critiques

- Two faculty members are assigned to a group. They will rotate between each of the groups.
- The two faculty members are responsible for watching participant presentations and, immediately after, for providing a short critique. The critiques are useful to both the presenting participant and the others in the cohort.
- Each presentation is video recorded and a third faculty will offer additional feedback in a one-on-one video review situation.

Commitment

Faculty members must all be able to make a full commitment to the program, which, for them is an even longer commitment because of the training.

Use periodic reminders and plan for last minute cancellations.

Recruitment of faculty: We suggest involving newer ABOTA members to serve as faculty members. You

will need three faculty per student group of eight for each trial skill session.

Change up the faculty pairings and rotate between each student group so that every session is different.

While faculty are volunteers and do not receive payment for their time, try to cover reasonable costs, such as parking.

PARTICIPANTS

Getting a solid group of participants is the key to success.

- The Trial Academy is designed for two groups of eight (8) participants. The trials are based on two lawyer teams, i.e. two lawyers on behalf of plaintiff versus two lawyers on behalf of defendant. It is easiest to work with multiples of four.
- Start recruiting as early as possible and cast a wide net. As soon as you know the date, get the word out. Start by targeting local Inns of Court Associate level members. The national office of American Inns of Court can also assist with marketing the opportunity to targeted audiences.
- Impress upon the participants the commitment required. This training is three days of commitment over two weekends—you can't just do part of it. It is a team program, so dropping out at the last minute or halfway through can be to the detriment of the other participants. Make sure they have the support of their firms.
- Count on cancellations. Despite best efforts and strong commitments, there will be a few participants who cancel at the last minute. For this reason, build a wait list of participants.
- Recruitment can be done through word of mouth. Often experienced judges and lawyers will encourage their associates or new attorneys to sign up.
- Use periodic reminders to keep participants engaged between the time of the sign up and the program. Communicate diligently about: faculty and lecturers, the case summary, times and locations, what they can expect, etc.
- At the beginning of the Academy, participants are assigned as plaintiff or defense counsel. Their performance of each trial skill will be based upon their assignment.
- The participants also serve as witnesses for each other during the performances. For example, a

plaintiff's counsel will serve as a plaintiff witness when other participants are performing direct or cross examination.

- At the end of the performance sessions, plaintiff's counsel are randomly paired for trial. Likewise, defense counsel are randomly paired for trial.
- During the trial sessions, when not acting as counsel, a participant will serve as a witness. For example, an idle defense counsel will serve as a defense witness.

VOLUNTEERS

Clearly, all the faculty and planning committee members are volunteering their time, but you need to identify some people for specific volunteer activities onsite. Here are a few roles and responsibilities:

Onsite contact:

This is probably the person (or two people) who has done most of the coordination with the space and the caterer in advance. They will:

- Keep track of overall scheduling.
- Address any assignment issues, no-shows, etc.
- Coordinate with the caterer.
- Check in with room volunteers.
- Be the go-to person for any needed materials.
- Act as point person for technology glitches.
- Coordinate end of program "ceremonies" where thanks are said and certificates handed out.
- Have their eye on everything at a macro-level.

Room coordinator:

- Ensure the room is set up (chairs, technology, flip-charts, etc.).
- Inform the main onsite contact should a need arise or something goes wrong.
- Note taking both on content and logistics is helpful.
- Keep people aware of timing and scheduling.

Technology

Technology plays an important role in the Academy, and has implications for both demonstrations and participant performances. For some, the idea of incorporating technology can be challenging. It is a good idea to invite someone who is technologically proficient to be on your planning committee.

The Planning Committee should lay some ground rules and offer guidelines based on the capabilities of the facilities and the tech-savvy of the onsite volunteers.

- Demonstrations. You may consider videotaping lecture/demonstrations for distribution to participants. Demonstrators may also wish to use presentation slides or a document camera.
- Performances. Each participant's performance should be videotaped to allow review by a faculty member with the participant. iPads, laptop cameras, video cameras or phones can all be used to record.
- Flash drives. At the start of the program, each participant could be assigned a flash drive. Depending on the recording devices, you can record directly to the flash drive. When they start the exercise, insert that participant's drive; when they're done, they remove it and take it to the video critique area. At the end of the program, they can take their flash drive home to do further review.
- Practice! Whatever means of recording/playback is used, make sure that hardware and software is working before the Academy. If at all possible, have designated technical support on site the entire time. Also have written instructions for the faculty and participant for both recording and playback.

Logistics

Main logistical areas for the Trial Academy are:

- Facilities
- Food & Beverage
- Scheduling
- Assignments
- Other

FACILITIES

The Trial Academy requires three different types of facilities:

- Small space (10–15 people) with PowerPoint presentation capabilities for the faculty orientation.
 - This can be done at most law firm conference rooms.
- Space that has three areas for the performance sessions: a plenary space, two smaller rooms for the group performances each attached with an even smaller space for private video review.
 - This could be a conference center (which will cost money to rent).

- Some larger law firms may have the space and would be willing to donate it.
- Law schools may have the required rooms.
- You will also need space for food and beverages.
- Space for the final mock trial day.
 - This would be best held in an actual courtroom (a place for a judge, jury, attorneys and observers).
- A law school may also have a "mock trial" space that would accommodate all the needs.
- You will also need space for food and beverages.
 - Some courtrooms will not allow eating or drinking: make sure there's a place where people can do that throughout the course of the day.

Wherever you end up, someone will need to be a dedicated point of contact. Responsibilities include:

- Visiting the spaces and running through what will happen in each one ensures that the space will fit your needs.
- Determining the technology needs. Some places come with onsite IT, but because the Academy is held over weekends, they may not be regularly scheduled those days.
- Arranging for advance set up and the ability to practice with technology.
- Preparing for the worst by having back-up equipment.

It is ideal to have all the space donated, as this can be a high cost item.

FOOD & BEVERAGE

Because the Academy consists of full day schedules, food and beverages must be provided to the participants and faculty. In addition, the timetable makes leaving the space to get lunch or coffee elsewhere untenable. Having things provided onsite will ensure that everyone stays fed and watered and on time!

Because it is shorter in duration, the orientation does not require food or beverages, but at a minimum, each day of the three days of Trial Academy requires:

- Tea/coffee/soda/water available all day
- Continental breakfast (any program that starts prior to 9:00 a.m. should include breakfast)

- Lunch (can be sandwiches or a boxed lunch; check with your caterer for options within the budget established by the Planning Committee)
- Afternoon snacks
 - This is not required, but they are always appreciated.
 - This can actually be a low-cost item, as many snacks can be purchased in bulk and brought in by volunteers, as opposed to a caterer.

Food allergies are more common than you think. Be sure to solicit information from everyone attending and share that with the caterer.

Depending on your content and the schedule, you may want to make lunch a “working lunch.” If so, ensure there is a place for the participants to eat in their working group. If not, this is an excellent opportunity for a little mentoring. Make sure that the judges, faculty and senior attorneys spread out and make themselves available for questions.

SCHEDULING

In order to accomplish the goals of the Academy and give everyone a fair opportunity, time limits must be strictly enforced.

- Time limits apply not only to performances but also to faculty critiques.
- There is to be 10 minutes for each performance and 5 minutes for each critique, allowing for four participants per hour.
- Video critiques last 15 minutes in the video review room while the next participant is performing in the main room.
- After a video critique, the participant rejoins the group to observe the remaining performances.
- On the second weekend, it is a single day program with two morning trials and two afternoon trials.
- Jurors deliberate in the jury room while the judge and faculty critique trial counsel.
- During the trials, participants may demonstrate offering and objecting to exhibits, as well as objecting to testimony. However, offering exhibits and objections should be kept extremely short.

ASSIGNMENTS

To keep things running smoothly, all assignments should be done well before the program. A matrix for each day of who is doing what, when, and where should be constructed (samples included in this packet). The matrix should include faculty, participants, judges, and jurors; volunteer assistance should also be noted wherever possible.

Everything goes more smoothly if people know where to find information in advance.

OTHER

- **CLE:** Try to get the program approved for CLE credit in advance. If you are successful, make sure you have the appropriate sign-in materials and paperwork to assist participants in applying for credit or to finish the approval process.
- **Parking & Directions:** Due to increased security measures in many facilities and the need to stay on time, provide your stakeholders with clear directions to the venue.
 - Include walking, driving, and public transportation.
 - Know in advance which entrance is the best one to use and have clear signage upon entering.
 - Notify them of any security issues they may encounter (especially in courthouses) and what kind of ID they’ll need to show.
- **Say “Cheese”:** Identify someone to be a photographer—participants and volunteers alike will enjoy having a memento of their time.
 - Don’t forget to send pictures to the local Inns, ABOTA chapters, and both national offices for use in their newsletters.
 - Photographs make social media posts more interesting and are helpful in publicizing any future iterations of the program. Be sure to use appropriate hashtags on your posts to get more exposure to the intended audience.
- **Wi-Fi:** Determine in advance if there is Wi-Fi available in the space and whether it supports the entire group. This is especially important if any materials being used are provided on the web.
- **Rules of the space:** Whether it’s no food and beverage in the courtroom, no outside snacks, no cell phone usage, or no pets, the rules must be communicated in advance and in writing.

Wrapping It Up

Certificates of completion: These have a variety of uses, including proof of attendance for bosses and CLE officials, alike. A sample is included for download as Part V of the Trial Academy materials.

One of the most important aspects of any program is the evaluative process.

- Be sure to have an evaluation or online survey form ready to go at the end of the program.
 - If a paper version is provided onsite, you may get more and quicker responses, but these responses will generally be shorter, less thoughtful and may not be as candid.
 - If you provide an electronic version that can be shared immediately after the program is over, you may get more valuable feedback since people can take their time to answer the questions thoughtfully. You can also include more people (volunteers, jurors, judges, etc.) and get a more robust picture of all aspects.
- A sample evaluation is provided in this package.

THANK YOU!

It is nice for everyone involved to feel appreciated. This is how word-of-mouth endorsements can spread.

- Have small tokens of thanks for the faculty and judges, something representative (and of equivalent cost or gravitas) of each organization would be thoughtful.
- Thank you notes (handwritten or emailed) to:
 - Planning committee members
 - Volunteers
 - Jurors
 - Participants—include any follow-up information that was promised or they requested.
 - Anyone who donated space or time!

Questions or Concerns

If you are interested in presenting this program and have any questions or concerns about what or how to do something, please reach out to Libby Bingham, American Inns of Court Director of Education and Mentoring Programs, at lbingham@innsofcourt.org or (571) 319-4712. She can answer most of your questions, talk through any issue or concerns or put you in touch with the people you need to make it happen, whether on the American Inns of Court or ABOTA side.

Good luck!



Suggested Schedule

Week One

THURSDAY*—Orientation for Volunteers and Program Faculty

1:00 p.m.–1:15 p.m.	Welcome Remarks & Introduction to the program
1:15 p.m.–1:30 p.m.	Litigating with Professionalism (American Inns of Court representative)
1:30 p.m.–2:00 p.m.	Program Overview (goals, schedule, techniques)
2:00 p.m.–2:30 p.m.	Discussion of Case
2:30 p.m.–3:15 p.m.	Lecture/Demonstration of Opening Statement (ABOTA representative)
3:15 p.m.–3:30 p.m.	Break
3:30 p.m.–4:00 p.m.	Review of critique methodology
4:00 p.m.–4:15 p.m.	Schedule
4:15 p.m.–4:45 p.m.	Roles & Responsibilities
4:45 p.m.–5:00 p.m.	Q&A
5:00 p.m.	Adjournment

**The orientation can be held the weekend before or any day the week before the Trial Academy.*

FRIDAY—Program

7:30 a.m.	Registration & Continental Breakfast
7:45 a.m.–8:30 a.m.	Faculty Meeting
8:30 a.m.–9:30 a.m.	Lecture/Demonstration: State Court Voir Dire, Civil Trials (plenary location)
9:45 a.m.–10:45 a.m.	Opening Statement Performances (Part I) Assignments: Plaintiff attorneys deliver a 10 minute opening; defense attorneys object (if necessary) Breakout Group A (location) <ul style="list-style-type: none">• Plaintiff attorneys and Defense attorneys (1–4)• Video Review (location) Breakout Group B (location) <ul style="list-style-type: none">• Plaintiff attorneys and Defense attorneys (5–8)• Video Review (location)
10:45 a.m.–11:00 a.m.	Break
11:00 a.m.–12:00 p.m.	Opening Statement Performances (Part II) Assignments: Defense attorneys deliver a 10 minute opening; plaintiff attorneys object (if necessary) Breakout Group A (location) <ul style="list-style-type: none">• Plaintiff attorneys and Defense attorneys (1–4)• Video Review (location) Breakout Group B (location) <ul style="list-style-type: none">• Plaintiff attorneys and Defense attorneys (5–8)• Video Review (location)
12:15 p.m.–1:15 p.m.	Lunch

Week One—*continued*

FRIDAY—Program *continued*

- 1:15 p.m.–2:00 p.m. **Lecture & Demonstration:** Direct Examination (plenary location)
- 2:00 p.m.–3:00 p.m. **Direct Examination Performances** (Part I)
Assignments: Defense attorneys direct examine witness; plaintiff attorneys object
- Breakout Group A** (location)
- Plaintiff attorneys and Defense attorneys (1–4)
 - Video Review (location)
- Breakout Group B** (location)
- Plaintiff attorneys and Defense attorneys (5–8)
 - Video Review (location)
- 3:00 p.m.–3:15 p.m. **Break**
- 3:15 p.m.–4:15 p.m. **Direct Examination Performances** (Part II)
Assignments: Plaintiff attorneys direct examine witness; defense attorneys object
- Breakout Group A** (location)
- Plaintiff attorneys and Defense attorneys (1–4)
 - Video Review (location)
- Breakout Group B** (location)
- Plaintiff attorneys and Defense attorneys (5–8)
 - Video Review (location)
- 4:30 p.m.–5:30 p.m. **Lecture/Demonstration of Cross-Examination of Witness** (plenary location)
- 5:30 p.m. **Adjournment**

SATURDAY—Program

- 7:30 a.m. **Check-In and Continental Breakfast**
- 7:45 a.m.–8:30 a.m. **Faculty Meeting**
- 8:30 a.m.–9:30 a.m. **Cross-Examination Performances**, Part I
Assignments: Plaintiff attorneys cross-examine witness; defense attorneys object
- Breakout Group A** (location)
- Plaintiff attorneys (1–4) and Defense attorneys (5–8)
 - Video Review (location)
- Breakout Group B** (location)
- Plaintiff attorneys (5–8) and Defense attorneys (1–4)
 - Video Review (location)
- 9:30 a.m.–9:45 a.m. **Break**
- 9:45 a.m.–10:45 a.m. **Cross-Examination Performances**, Part II
Assignments: Defense attorneys cross-examine witness; plaintiff attorneys object
- Breakout Group A** (location)
- Plaintiff attorneys (1–4) and Defense attorneys (5–8)
 - Video Review (location)
- Breakout Group B** (location)
- Plaintiff attorneys (5–8) and Defense attorneys (1–4)
 - Video Review (location)
- 11:45 a.m.–12:45 p.m. **Lecture/Demonstration:** Closing Argument (plenary location)
- 12:45 p.m.–1:45 p.m. **Lunch**

Week One—*continued*

SATURDAY—Program *continued*

- 1:45 p.m.–3:00 p.m.** **Closing Argument Performances** (Part I)
Assignments: Plaintiff attorneys deliver a 15 minute summation; defense attorneys object
Breakout Group A (location)
 - Plaintiff attorneys (5–8) and Defense attorney (1–4)
 - Video Review (location)**Breakout Group B** (location)
 - Plaintiff attorneys (1–4) and Defense attorneys (5–8)
 - Video Review (location)
- 3:00 p.m.–3:15 p.m.** **Break**
- 3:15 p.m.–4:30 p.m.** **Closing Argument Performances** (Part II)
Assignments: Defense attorneys deliver a 15 minute summation; plaintiff attorneys object
Breakout Group A (location)
 - Plaintiff attorneys (5–8) and Defense attorneys (1–4)
 - Video Review (location)**Breakout Group B** (location)
 - Plaintiff attorneys (1–4) and Defense attorneys (5–8)
 - Video Review (location)
- 4:45 p.m.–5:15 p.m.** **General Meeting Regarding Final Trials** (plenary location)
 - Date
 - Time
 - Homework
- 5:15 p.m.** **Adjournment**

Week Two

SATURDAY—Final Trials

- 7:15 a.m.** Registration and Continental Breakfast
- 8:00 a.m.–12:15 p.m.** **Morning Trial**
- 8:00 a.m.–8:15 a.m.** Pretrial Matters
- 8:15 a.m.–8:45 a.m.** Opening Statements (10 mins. each)
- 8:45 a.m.–9:45 a.m.** Plaintiff's case-in-chief and cross of Defense witnesses
- 9:45 a.m.–10:00 a.m.** Break
- 10:00 a.m.–11:00 a.m.** Defense's case-in-chief and cross of Plaintiff witnesses
- 11:00 a.m.–11:15 a.m.** Jury instructions
- 11:15 a.m.–11:45 a.m.** Summations (15 mins. each)

Group	Time	Witnesses
P1, P2 v. D1, D2	8:15 a.m.–12:15 p.m.	Plaintiff: P5, P6 Defense: D5, D6
P3, P4 v. D3, D4	8:15 a.m.–12:15 p.m.	Plaintiff: P7, P8 Defense: D7, D8

- 11:45 a.m.–12:15 p.m.** Jury deliberations and faculty critique of attorneys
- 12:15 p.m.–1:00 p.m.** **Lunch**

1:00 p.m.–5:15 p.m.

Afternoon Trial

1:00 p.m.–1:15 p.m.

Pretrial Matters

1:15 p.m.–1:45 p.m.

Opening statements (10 mins each)

1:45 p.m.–2:45 p.m.

Plaintiff's case-in-chief and cross of Defense witnesses

2:45 p.m.–3:00 p.m.

Break

3:00 p.m.–4:00 p.m.

Defense's case-in-chief and cross of Plaintiff witnesses

4:00 p.m.–4:15 p.m.

Jury instructions

4:15 p.m.–4:45 p.m.

Summations (15 mins. each)

4:45 p.m.–5:15 p.m.

Jury deliberations and faculty critique of attorneys

Group	Time	Witnesses
P5, P6 v. D5, D6	1:00 p.m.–5:00 p.m.	Plaintiff: P1, P2 Defense: D1, D2
P7, P8 v. D7, D8	1:00 p.m.–5:00 p.m.	Plaintiff: P3, P4 Defense: D3, D4

5:15 p.m.–5:45 p.m.

Final Q&A and Closing Remarks

Budget Considerations

Expenses:	Amount	Notes
Overall Programmatic Costs		
Case materials (purchasing)		
Flash drives		
Misc: office supplies, planning meetings, etc.		
Subtotal:		
Faculty Orientation Costs		
Room rental		
Food & Beverage		
PPT set-up		
Parking		
Other		
Subtotal:		
Training Day 1 Costs		
Room rental		
Food & Beverage		
Breakfast		
Lunch		
All-day Beverage Service		
Reception		
Misc: Tech support, copying, flip-charts, parking, etc.		
Subtotal:		
Training Day 2 Costs		
Room rental		
Food & Beverage		
Breakfast		
Lunch		
All-day Beverage Service		
Reception		
Misc: Tech support, copying, flip-charts, parking, etc.		
Subtotal:		
TOTAL EXPENSES:*		

**Dividing this number by the number of participants will give you a good idea of what your registration fee should be.*

Logistics Matrix

	Assigned To	Contact Info	Status	Deadline	\$\$?	Notes
Participants						
Recruitment						
Confirmation						
Materials						
Logistics						
Task						
Facilities						
Space for faculty orientation						
Space for training (Week 1)						
Courtroom (Week 2)						
Task						
Task						
Catering						
Week 1: Friday						
Week 1: Saturday						
Week 2: Saturday						
Task						
Faculty						
Orientation trainers						
Assignments						
Case materials						
Task						
Day-of/Onsite Issues						
Room coordinators						
Security						
Task						
Task						
CLE						
Eligibility						
Materials						
Sign-in process						
Task						

Assignment Matrix: Groups, Faculty, Location

WEEK ONE: Friday					
Group	Time	Location	Speaker/Faculty	Faculty—Video Review	Room
Faculty Meeting	7:45 a.m.–8:30 a.m.		1.	n/a	n/a
Plenary	8:30 a.m.–9:30 a.m.		1.	n/a	n/a
Plaintiff (1–4)	9:45 a.m.–10:45 a.m.		1. 2.	1.	
Plaintiff (5–8)	9:45 a.m.–10:45 a.m.		1. 2.	1.	
Defense (1–4)	11:00 a.m.–12:00 p.m.		1. 2.	1.	
Defense (5–8)	11:00 a.m.–12:00 p.m.		1. 2.	1.	
Defense (1–4)	2:00 p.m.–3:00 p.m.		1. 2.	1.	
Defense (5–8)	2:00 p.m.–3:00 p.m.		1. 2.	1.	
Plaintiff (1–4)	3:15 p.m.–4:15 p.m.		1. 2.	2.	
Plaintiff (5–8)	3:15 p.m.–4:15 p.m.		1. 2.	1.	
Plenary	4:30 p.m.–5:30 p.m.		1.	n/a	n/a

WEEK ONE: Saturday					
Group	Time	Location	Speaker/Faculty	Faculty—Video Review	Room
Faculty Meeting	7:45 a.m.–8:30 a.m.		1.	n/a	n/a
Plaintiff (1–4)	8:30 a.m.–9:30 a.m.		1. 2.	1.	
Plaintiff (5–8)	8:30 a.m.–9:30 a.m.		1. 2.	1.	
Defense (1–4)	9:45 a.m.–10:45 a.m.		1. 2.	1.	
Defense (5–8)	9:45 a.m.–10:45 a.m.		1. 2.	1.	
Plenary	11:00 a.m.–12:00 p.m.		1.	n/a	n/a
Defense (1–4)	1:00 p.m.–2:15 p.m.		1. 2.	1.	
Defense (5–8)	1:00 p.m.–2:15 p.m.		1. 2.	1.	
Plaintiff (1–4)	2:30 p.m.–3:45 p.m.		1. 2.	3.	
Plaintiff (5–8)	2:30 p.m.–3:45 p.m.		1. 2.	1.	
Plenary	4:00 p.m.–4:30 p.m.		1.	n/a	n/a

Assignment Matrix: Groups, Faculty, Location

WEEK Two: Saturday

Group	Time	Location	Speaker/Faculty	Presenters	Room
Pre-Trial Matters	8:00 a.m.–8:15 a.m.		1.	n/a	n/a
Opening statements	8:15 a.m.–8:45 a.m.		1.	n/a	n/a
Plaintiff's case-in-chief and cross of Defense witnesses	8:45 a.m.–9:45 a.m.	P1, P2 v. D1, D2	1. 2.	1. 2.	Plaintiff: P5, P6 Defense: D5, D6
Defense's case-in-chief and cross of Plaintiff witnesses	10:00 a.m.–11:00 a.m.	P3, P4 v. D3, D4	1. 2.	1. 2.	Plaintiff: P7, P8 Defense: D7, D8
Jury instructions	11:00 a.m.–11:15 a.m.		1. 2.	n/a	n/a
Summations	11:15 a.m.–11:45 a.m.		1. 2.	1. 2.	n/a
Jury deliberations and faculty critique of attorneys	11:45 a.m.–12:15 p.m.		1.	n/a	n/a
Lunch	12:15 p.m.–1:00 p.m.		n/a	n/a	n/a
Pre-Trial Matters	1:00 p.m.–1:15 p.m.		1.	n/a	n/a
Opening statements	1:15 p.m.–1:45 p.m.		1.	n/a	n/a
Plaintiff's case-in-chief and cross of Defense witnesses	1:45 p.m.–2:45 p.m.	P5, P6 v. D5, D6	1. 2.	1. 2.	Plaintiff: P1, P2 Defense: D1, D2
Defense's case-in-chief and cross of Plaintiff witnesses	3:00 p.m.–4:00 p.m.	P7, P8 v. D7, D8	1. 2.	1. 2.	Plaintiff: P3, P4 Defense: D3, D4
Jury instructions	4:00 p.m.–4:15 p.m.		1. 2.	n/a	n/a
Summations	4:15 p.m.–4:45 p.m.		1. 2.	1. 2.	n/a
Jury deliberations and faculty critique of attorneys	4:45 p.m.–5:15 p.m.		1.	n/a	n/a

Assignment Matrix: Participants

	Name	Party	Phone	Email address
1.		P1		
2.		D1		
3.		P2		
4.		D2		
5.		P3		
6.		D3		
7.		P4		
8.		D4		
9.		P5		
10.		D5		
11.		P6		
12.		D6		
13.		P7		
14.		D7		
15.		P8		
16.		D8		



Sample Documents

- Emails:
 - To Participants
 - Logistics
 - Week before
 - To Planning Committee
 - Invites
 - Working email
- Post-Program Evaluation
- Additional materials available at home.innsofcourt.org/TrialAcademy:
 - Part II: Case File/Fact Patten
 - Part III: Faculty Orientation and Training Materials
 - Powerpoint presentation
 - Certificate of completion

Sample Planning Committee “Working” Email

Subject: American Inns of Court–ABOTA Trial Academy

Dear American Inns of Court/ABOTA Chapter member:

Thank you so much for your assistance and willingness to be part of the American Inns of Court–ABOTA Trial Academy!

As a follow-up to our call last week, here is an updated status report:

Faculty

- Joe reported that he has successfully recruited a pool of 10 faculty members.
- They will all be in attendance at the faculty orientation on **[date]** at the **[location]**.
- This means we'll have enough people to cover the six spots, plus with four back-ups, some of which said they'd be willing to act as “room coordinators,” judges or jurors if needed.

Location

- Anne reached out to Judge Baker who confirmed that we can use space at the **[state/local/country]** courthouse. Judge Baker has been able to secure the space for our use at no cost! We'll be there for Week 1 (Friday and Saturday), as well as Week 2 (Saturday only). Week 1 we'll be in two of the smaller courtrooms, but for Week 2, we will hold the trials in the Ceremonial courtroom.
- There is no caterer attached to the courtroom so we'll need to find our own...please send Anne your suggestions!

Participants

- Gene and Ashley have recruited seven participants through the American Inn of Court. We have room for one more; please send Ashley your suggestions and she will contact them directly.
- Only three out of seven have submitted their payment and bios.

We're still waiting on information back regarding the availability of the law students from Local Law School to help us out on Week 2's Saturday trials as our jurors. I expect a call back from Dean Soandso next week.

Our next call will be **[date, time]**. Please use this call-in number **[number, passcode]**.

If you have any questions in the meantime, please let me know.

Thank you again!

Regards,

XXXX

Sample Participants Pre-Program Logistics Email

Subject: American Inns of Court–ABOTA Trial Academy—Logistics and Program Details

Good morning, Participants.

Congratulations on being part of American Inns of Court–ABOTA Trial Academy being held in **[city, state]** on **[dates]**. We are delighted to offer the program to you, and the planning committee members are all looking forward to meeting you. The purpose of this email is to provide you with all the information and materials you need to fully participate in the program. If you need anything, please feel free to contact me.

Dates:

- **[Week 1: Friday]:** The program is held at the **[location]** in the **[room]**; we start promptly at **[time]**.
- **[Week 1: Saturday]:** The program is held at the **[location]** in the **[room]**; we start promptly at **[time]**.
- **[Week 2: Saturday]:** The program is held at the **[location]** in the **[room]**; we start promptly at **[time]**.

The full schedule for all three days is provided as an attachment to this email.

Directions:

- By car
- By public transportation
- Parking
- Entering the courthouse **[specific entrance, security procedures, etc.]**

Food & Beverage:

- Continental breakfast and lunch will be provided onsite for all three days.
- Coffee/tea/soda/water service will be available all day.
- If you have any food allergies, please let me know in advance so we can accommodate your needs.

Materials:

- The case materials are **[attached as an email/posted on the web/downloadable]**.
- Please be sure to study them in advance of the program.
- You may be required to do some “homework” between the two weeks.
- Everything you need to participate is included with the materials; no additional research is required.

Participation:

- This program is highly interactive! Be prepared to participate and engage with both your cohort and the faculty.
- All participants have been assigned to one of two groups; each group will be further divided into prosecution and defense.
- Each exercise will have three faculty members assigned to it—two for the “live” critiques and one for a video review. The faculty will rotate ensuring that every group has been reviewed by all faculty.
- The dress code for the program is business attire—within those parameters, please be as comfortable as you can.
- Dress in layers as the temperature is never quite right for everyone.
- Please be sure to submit your payment in advance of the program.

Please keep in touch. If, **for any reason**, you are unable to participate, please let me know ASAP. Since this is a group activity, we need to ensure each group is complete.

I’m delighted to be working with you on this program. Please let me know if you have any additional questions.

Thank you,

XXXX

Sample Participants Final Pre-Program Logistics Email

Subject: American Inns of Court–ABOTA Trial Academy—Just around the corner!

Hello,

I hope this finds you well and feeling prepared for next week's program.

Just a few last minute reminders:

- Don't forget to check on how you're getting to the **[location]**—parking is available **[wherever]**.
- We're starting bright and early on Friday—**[start time]**. Please try to arrive early so you are on time. It can sometimes take some time to **[get through security/deal with downtown traffic/other reason]**.
- Dress is business attire (but be as comfortable and flexible for temperature as you can within those parameters).
- Don't forget to print off or download the materials (and go through them in advance).

Anything else?

I'm available by email **[your email]** and phone **[your phone]**; my cell number is **[your cell number]** if you need to reach me.

Looking forward to meeting you all.

Regards,

XXXX

Sample Faculty Recruitment Email

Subject: American Inns of Court–ABOTA Trial Academy

Dear ABOTA Classes of 2014, 2015 and 2016:

I am reaching out to you as a member of the Executive Committee of the [XXX] Chapter of ABOTA.

As you know, the number of jury trials is declining and as a result, it is difficult for lawyers, especially new lawyers, to get court room experience. New lawyers do not have the opportunity to learn their craft the way attorneys did in years past. In addition, judges have commented on the need for young lawyers to learn the basics of trying a case.

To address this need, [XXX] ABOTA and the [XXX] American Inns of Court are collaborating to offer a trial academy for new lawyers. The academy will cover jury selection, opening statements, direct examination, cross examination, and closing argument. This will not be a lecture program. This will be practical skill building. The students will watch a demonstration by experienced trial lawyers of each skill. The student will then present each skill followed by individual critiques by faculty members. A weekend of skill building will be followed by mock trials in which the students will put the skills together to try a case.

You were invited to join ABOTA based upon your trial prowess and professionalism. We need your help.

There are many people working hard to bring this together. **[This is a good place to list the judges and other luminaries involved with your program effort.]** The American Inns of Court is providing leadership and financial support. The [XXX] ABOTA Chapter is providing financial and faculty support. The Executive Committee is asking you to be the faculty for our Academy. You will be joined by other members of ABOTA.

There will be a faculty orientation on [date] at [location]. The skill building will be held on [date] at [location]. The mock trials will be held on [date] at the [location].

Please reply to this email if you're interested in participating. If you have any questions or concerns, I would be happy to set up a call to discuss.

Thank you for your consideration.

Regards,

XXXX

Sample Faculty Orientation Email

Subject: American Inns of Court–ABOTA Trial Academy: Faculty Orientation

Attachments: [Schedule]

Hello,

Thank you for agreeing to help with our American Inns of Court–ABOTA Trial Academy.

Here is a broad outline of the schedule:

- **Part I**

- Thursday: 1:00 p.m.–5:00 p.m., orientation at [XXX]
- Friday and Saturday: 7:30 a.m.–5:30 p.m., instruction and exercises

- **Part II**

- Saturday: 7:15 a.m.–5:30 p.m., final trials

Goal of the trial academy:

The goal of this program is to address a concern that young lawyers are not receiving training in basic trial skills due to a reduction in the number of jury trials. The Trial Academy is based upon the ABOTA and NITA trial colleges. Over the course of two weekends, the program provides students with instruction and practice of oral advocacy skills culminating with a mock trial during which students bring everything together. The key to success of this program is one-on-one coaching for each student as they learn and practice each skill.

Program overview:

The trial skills we will cover are Opening Statement, Direct Examination, Cross Examination, and Closing Argument. The instruction, exercises, and trials will be based on a NITA case problem **[attached is a summary and the fact pattern]**.

The format of the Academy begins with a lecture/demonstration of a particular trial skill. (The faculty orientation session on [date] will include a lecture/demonstration of Opening Statement by [name].) The students will have a week to prepare their demonstration of an opening statement. For other skills, they will have to prepare during a lunch break or maybe overnight.

We will have 16 students divided into two groups of eight. In each group, four students will be assigned the role of plaintiff's attorney and the other four will be assigned the role of defendant's attorney. They will keep these roles for the entire Academy. During each the exercise, every student will have an opportunity to demonstrate the skill.

Your role:

Three faculty will be assigned to each group for each session. Faculty will critique each demonstration. Each demonstration will be videotaped; one of the faculty will work one-on-one with the student to review the video and provide feedback. There will be four exercise sessions as follows:

- **Opening Statement:** Friday morning — six faculty needed
- **Direct Examination:** Friday afternoon — six faculty needed
- **Cross-examination:** Saturday morning — six faculty needed
- **Closing argument:** Saturday afternoon — six faculty needed

The following Saturday we will have two trials in the morning and two trials in the afternoon. We need four faculty—two for each trial. We have invited the last two classes of ABOTA inductees to serve as faculty because you have demonstrated your skill and experience in the courtroom.

Attached is a draft of a schedule for the Academy which includes faculty session assignments. These assignments are not cast in stone. If you need to move your time, we are flexible, but please let me know in advance. Also, we'll be counting on you—if you need to cancel your participation, please let me know as early as you possibly can so that we can find an appropriate replacement. If you do decide to participate, we would very much like you to attend the orientation session [date and location]; we will discuss in detail the format and some tips for constructive critiques, as well as a specific lecture related to the skill you've been assigned to critique.

You are invited, but not required, to attend the entire Academy. If you would like to do so, please let me know so we can be sure to have enough seating and refreshments to accommodate everyone.

Thank you again; we very much appreciate your help in this program. If you have any questions or concerns, do not hesitate to contact me.

Regards,

XXXX

American Inns of Court–ABOTA Trial Academy

Post-Program Evaluation

Your feedback is important to us!

Academy Location Attended: (City, State) _____ **Date:** _____

Sessions Participated:

☐ Faculty Orientation ☐ Week 1: Friday ☐ Week 1: Saturday ☐ Week 2: Saturday

Role in the Trial Academy:

- ☐ Judge (answer only questions 9, 11, 12, 13, 16)
☐ Faculty (answer only questions 9, 11, 12, 13, 16)
☐ Academy Participant (please answer all questions!)
☐ Juror (answer only questions 9, 11, 12, 13, 16)
☐ Other Volunteer: _____ (answer only questions 9, 11, 12, 13, 16)

PARTICIPANT PERSONAL INFORMATION:

1. How long have you been a practicing attorney?

☐ 0–3 years ☐ 3–5 years ☐ More than 5 years

2. How are you employed?

☐ Prosecutor/Public Defender ☐ Firm of 50+ attorneys ☐ Firm of 25–50 attorneys
☐ Firm of 10–24 attorneys ☐ Firm of fewer than 10 attorneys ☐ Other: _____

3. How frequently do you appear in a courtroom?

☐ Daily ☐ Weekly ☐ Monthly ☐ A few times a year ☐ Every few years ☐ Not yet

4. How many contested court hearings have you personally conducted?

☐ 0–5 ☐ 5–10 ☐ More than 10

5. How many jury trials have you personally conducted as first chair?

☐ 0–5 ☐ 5–10 ☐ More than 10

6. As a result of your participation in the Trial Academy, please rate your agreement with each of the following statements.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
I have the skills I need to be successful in an oral advocacy legal system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel knowledgeable about the oral advocacy system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have the knowledge I need to conduct an oral advocacy trial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Please assess your proficiency of the following skills as a result of participating in the workshop. Using a 1–5 scale (1 being not at all and 5 being extremely), evaluate how knowledgeable or well-prepared you feel to use the skill.

	Not at All		Extremely		
	1	2	3	4	5
Delivering an Opening Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivering a Closing Argument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Please indicate how useful each of the following aspects of the training was to you.

	Not at All Useful				Extremely Useful
	1	2	3	4	5
Program Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop: Opening Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop: Direct Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop: Cross Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop: Closing Arguments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-on-one video critique sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q & A Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. How would you rate your satisfaction level with the following aspects of the program?

	Very Satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very Dissatisfied
Communications in advance of the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pacing and schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of the faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NARRATIVE QUESTIONS:

10. What aspects of adversarial law or oral advocacy were not addressed to your satisfaction? What do you wish to learn more about? What do you wish would have been included in the training?

11. What did you find the MOST valuable about the Trial Academy?

12. What did you find the LEAST valuable about the Trial Academy?

13. Would you recommend the Trial Academy to a colleague? Why or why not?

14. Do you feel you received the program content that was advertised? If not, what would be helpful for clarifying expectations in future offerings?

15. How was your experience funded? Did you pay for it out of your own pocket? Did you receive assistance from your Inn? Was your firm able to cover your costs?

16. Please provide any additional comments or suggestions about this program:

17. Are you willing to let us use your name and comments as a reference or in future marketing testimonials?

If yes, please be sure to provide your name and contact information:

Name: _____ **Preferred Contact Method:** _____