

**(SAMPLE FORM FOR COORDINATOR'S USE)  
JUDGES' INSTRUCTION**

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*Coordinators should email or mail information regarding the regional tournament to judges at least two – three weeks prior to the competition. Feel free to modify this sample letter to fit your needs; you may also want to include a map.*

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To: Mock Trial Judges  
Re: Regional Tournament Information  
From: [coordinator name(s) and telephone numbers]

Thank you for agreeing to participate in mock trial! If you have an emergency conflict and are unable to find a replacement, please notify [name and phone number].

Date: Saturday, February 9, 2013

Location: [name of building]

Enter at: [entrance]

Report to: [room # and time] There will be a judges orientation which will begin promptly at (time) in Room ( ). All judges are asked to attend this orientation.

Food: [mention when and where food will be available – judges really appreciate having coffee available]

Schedule: See attached sheet. [List courtrooms, mock trial judges and time schedule. Ask presiding judges to bring robes]

Please review the “Judges Guidelines” in the Mock Trial Handbook prior to the day of the tournament. The Handbook can be found on the web site at [www.wisbar.org/lre](http://www.wisbar.org/lre) or contact Marsha Varvil-Weld at (608)250-6191, if you have difficulty locating or downloading it. The case materials and “Judge’s Training” video can also be found on the web site. Please familiarize yourself with these materials prior to the tournament.

An orientation will be provided for all judges on the morning of the tournament (coffee and rolls will be provided). Plan to arrive in time for the orientation which will provide additional information about the day as well as information about any changes that might have occurred. We will be asking every judge to check in for the orientation and provide contact information should there be a scoring issue that would require follow-up.

Before leaving at the end of your scheduled time, please check with the tournament coordinator, to ensure that all score sheets have been completely and accurately recorded. Thank you!