

MOCK TRIAL ADMINISTRATIVE CHECKLIST

These are tasks the teacher should check off as accomplished. Some are noted as "optional" - all others are necessary for successful trials.

- Trial Selected
- Time-frame Determined (dates for each lesson and trial itself)
- Lesson Plans Adapted
- Materials Selected for Students
- Materials Copied for Students
- Student's Preparation Begun
- Court Field Trip Date Set (optional)
- Attorneys (or Law Students) Identified to Help (optional)
- Attorneys Invited (optional)
- Attorneys Briefed (optional)
- Judge Identified
- Judge Invited (actual judge, attorney, teacher, or students)
- Judge Briefed and Provided Materials
- Room Selected
- Microphones Ordered (for larger rooms only)
- Invitations Sent (other classes, administrators, parents, etc.) (optional)
- Observation Sheets Copied and Handed Out (optional)
- Jury Selected/Instructed (optional)
- Clerk Selected/Instructed
- Judge's Robe obtained (an academic gown will suffice)
- Gavel, etc. obtained (optional)
- Students' Preparation Completed
- Trial Conducted
- Trial Debriefed