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WWW.NWSBA.ORG

DATE: October 20, 2017  
TO: All Area High School Mock Trial Coaches  
FROM: Julie Barth – Executive Director, Northwest Suburban Bar Assoc.  
RE: 22nd Annual NWSBA Mock Trial Competition

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The Northwest Suburban Bar Association (NWSBA) invites you to participate in the 22nd Annual NWSBA Mock Trial Invitational. The event will take place on **WEDNESDAY, February 21, 2018**. Registration will begin at 3:30 PM with Dinner and Awards at 7:00 PM

The NWSBA will limit the number of teams to 24. Registration will be conducted on a first come, first served basis and will be limited to one team per school. If your school has an additional team, please indicate that on the registration form. In the event we have an odd number of schools, we will allow a second team to compete (see below).

***Registration forms must be received by December 1, 2017.***

**PLEASE NOTE THE FOLLOWING RULES FOR REGISTRATION:**

- Registrations accepted via fax or email only
- Emails must include a PDF attachment of the NWSBA Registration Form

**If your school has a 2nd team:**

- Your registration form *does not* automatically register your 2nd team in the competition.
- 2nd teams will be allowed only in the event we have 23 or fewer teams registered, or a team cancels leaving an uneven field.
- Emails will be sent out by the NWSBA to call for 2nd teams.
- Registrations for 2nd teams will be honored according to the date and time indicated on the returned **email** response to the call for 2nd teams, not by the date of your original registration.

**IMPORTANT DEADLINE:** Rosters are due no later than February 9, 2018 and **MUST BE SUBMITTED USING THE ATTACHED EXCEL SPREADSHEET.**

**TEAM CANCELLATION POLICY:** In the event the NWSBA needs to cancel a team due to a last minute cancellation by a school, the process will be as follows (without exception):

- 2<sup>nd</sup> teams eliminated first as determined by date/time of response to call for 2<sup>nd</sup> teams. The last team to respond will be first team to be eliminated. **IF NO 2<sup>ND</sup> TEAMS ARE IN THE COMPETITION,** then
- Determined by date/time indicated on initial/original faxed or emailed registration form. The last team to respond will be the first team eliminated.

**SCOUTING & OBSERVATION:** Competing schools are prohibited from scouting or otherwise observing other schools for the purposes of gaining advantage for Round 2 or for future competitions.

**ELECTRONIC DEVICES.** It is recommended and strongly encouraged that only coaches and/or chaperones be allowed to bring cell phones into the courthouse.

**INCLEMENT WEATHER POLICY:** This information is being provided in case of severe/inclement weather conditions on the day of the event. PLEASE NOTE THAT THE COMPETITION WILL TAKE PLACE AS LONG AS WE HAVE TEAMS THERE TO COMPETE!

- The only *exception* would be in the event the courthouses are closed. This decision is made by the Circuit Court of Cook County Chief Judge's office.
- Please consult media outlets for any courthouse closings.
- We will also post any cancellations on our Website: [www.nwsba.org](http://www.nwsba.org).
- We will *only* post something in the event the competition is CANCELLED.

**BUS PARKING:** Buses should be instructed to park on the access road which runs parallel to Euclid Avenue, near the corner of Euclid and Wilke Roads.

**REGISTRATION FORMS:** A Registration form has been included in this email and can also be found on our website [www.nwsba.org](http://www.nwsba.org) . If you have any questions please feel free to contact us at 847-621-2378 or at [jbarth@nwsba.org](mailto:jbarth@nwsba.org).

We look forward to seeing you and your students at the competition!

School Rosters are due by February 9, 2018!

**ONLY ROSTERS SUBMITTED  
USING THE ATTACHED EXCEL  
SPREADSHEET WILL BE  
ACCEPTED.**

Substitutions may be made on the day of the event.