

Client: _____ (A or R) Completed for: _____

Date: _____ Completed by: _____

ADVOCACY GUIDE

INTRODUCTION

- [] 1. Each party introduces self (allowing time for name to be noted) and indicates which party he or she represents.
- [] 2. Applicant explains nature of application.
- [] 3. Applicant states rule or statute relied upon.
- [] 4. Each party states order or decision sought.

COMMENTS

Legend:

- [√] Satisfactory
 [M] Marginal
 [X] Unsatisfactory

10

ARGUMENT/CONTENT

5. Applicant:
- [] (a) briefly describes nature of action;
- [] (b) if relevant, outlines history of the legal proceedings; and
- [] (c) summarizes factual background.
- [] 6. Respondent summarizes additional essential facts, if any.
7. Each party:
- [] (a) states the relevant issues and client's position on the issues; and
- [] (b) delivers argument on each issue by:
- [] • summarizing relevant legal principles and authorities;
 - [] • using relevant facts of the case to support the argument;
 - [] • anticipating/responding to other party's argument;
 - [] • using common sense; and
 - [] • not prejudicing the client.

50

CONCLUSION

- [] 8. Each party briefly summarizes argument.
- [] 9. Each party states order or decision sought.

10

PRESENTATION

- [] 10 Responds promptly and suitably to questions and directions.
- [] 11 Cites case authorities and refers to judges and courts correctly.
- [] 12. Assists judge and allows reasonable time to locate references to law and facts.
- [] 13. Uses language and tone suitable to the formality of the setting.
- [] 14. Speaks effectively using:
 - [] (a) sufficient volume;
 - [] (b) direct and persuasive language;
 - [] (c) clear enunciation; and
 - [] (d) suitable pace, and pauses as necessary.
- [] 15. Does not read submissions.
- [] 16. Maintains reasonable eye contact.
- [] 17. Avoids distracting body movements.
- [] 18. Demonstrates a courteous and professional attitude.
- [] 19. Completes submission within time.