American Bar Association
Law Student Division

Client Counseling Competition

Host School Sample Communications to Competitors, Judges and Clients

Letters, Response Cards and other Correspondence forms should be customized to meet the schedule and competition format you have chosen.
## Table of Contents

- Competitors Information Letter with Enclosures ............................................................... 1
- Judges / Counselors Solicitation Letter ............................................................................. 2
- Judges / Counselors Reply Cards for Mail ......................................................................... 3
- Judges / Counselors Reply Cards for Facsimile ................................................................. 4
- Judge Information Sheet .................................................................................................... 5
- Judge Confirmation Letter with Enclosures ....................................................................... 6
- Client Solicitation Letter .................................................................................................... 7
Date

Faculty Advisor/Coach
Regional Competing School’s Name
Address
City, State Zip

RE: ABA Law Student Division Regional Client Counseling Competition—
Instructions and Information.

Dear Faculty Advisor/Coach:

Thank you for participating in the 20XX ABA Law Student Division Region # Client Counseling Competition on Saturday, February XX, 20XX. As you know, the competition will be held at YOUR SCHOOL’S NAME on Saturday, February ____, 20XX. I am enclosing copies of the following:

1. The name, address, e-mail, and phone number of our school’s contact person for the competition;
2. the exact location of the competition on campus;
3. the date, time, and location of any other events to be held in connection with the competition such as a reception the evening before the competition;
4. a campus map or map of the hotel where the competition will be held indicating where coaches and teams can park and where on campus the competition will be held;
5. hotel contact information including name, address, phone number, price, and a deadline for making reservations;
6. the name(s) of the nearest airports to the competition location;
7. a map or directions for reaching the competition facility, both from the airport and from the competition hotel; AND
8. a local restaurant guide of a few nearby restaurants.

You can access the competition schedule and rules on the ABA website at the location provided by the ABA Law Student Division.

We look forward to seeing you on Saturday, February XX, 20XX. If you have any questions or concerns before then, please call me at your phone number, or e-mail me at your e-mail.

Sincerely,

Your name

Encl.
Date

Attorney’s Name
Address
City, State Zip

RE: ABA Law Student Division Regional Client Counseling Competition—Saturday, February XX, 20XX at YOUR SCHOOL’S NAME.

Dear ATTORNEY/JUDGE/COUNSELOR:

SCHOOL NAME is hosting the ABA Law Student Division Region <#> Client Counseling Competition on Saturday, February XX, 20XX. This year’s topic is ________________ and we expect # of teams to compete. We are looking for attorneys, judges, and counselors to judge the preliminary rounds of the competition on Saturday from 8:30 am to 12:00 pm, the semifinal round 1:00 pm to 3:00 pm and the final round from 3:30 pm to 6:30 pm. Your help would really contribute to the success of this competition.

The Client Counseling Competition promotes greater knowledge and interest among law students in the preventive law and counseling functions of law practice and encourages students to develop interviewing, planning, and analytical skills in the lawyer-client relationship in the law office. The competition simulates a law office consultation in which student lawyers conduct an interview with a “client.” Following the interview, the student lawyers explain how they would proceed further in the hypothetical situation.

If you are interested and available to judge the ABA Region ___ Client Counseling Competition, please let me know by day, month, date, year. You may call me at your phone number, e-mail me at your e-mail address, or fax the attached form to me at your fax number.

Breakfast and lunch will be served at the competition. Also, as the competition gets a little closer, we will send you additional information and instructions.

Thank you for your time and cooperation. I really appreciate it. We could not run a successful competition without your help.

Sincerely,

Your name
ABA LAW STUDENT DIVISION REGION # CLIENT COUNSELING
COMPETITION AT Your school’s name

FRONT SIDE

❑ I want to judge the preliminary rounds on Saturday, February XX, 20XX from 8:30 a.m.-12:00 p.m.

❑ I want to judge the semifinal round on Saturday, February XX, 20XX from 1:00 p.m.-3:00 p.m.

❑ I want to judge the final rounds on Saturday, February XX, 20XX from 3:30 p.m.-6:30 p.m.

❑ No, I cannot judge, but please keep me in mind for the next event.

Name:

Address:

Phone number: Fax Number:

Please return this reply card to [NAME]. He/She will arrange for the problem and the confidential memorandum to be sent to you.

ADA Accommodations / Dietary Restrictions:
Please identify any ADA accommodation or dietary restrictions below.

BACK SIDE

[GET INFORMATION ABOUT BULK RATE PERMIT FROM YOUR SCHOOL]

[YOUR NAME]
[YOUR ADDRESS]
ABA LAW ABA LAW STUDENT DIVISION REGION # CLIENT COUNSELING COMPETITION AT Your school’s name

_____ I am available to judge at the following time(s):

   Friday, Feb. 19, 2010*
       _____1:00* p.m. – Prelims
   Saturday, Feb. 20, 2010*
       _____8:30* a.m. - Semi-finals
       _____12:30* p.m. – Finals

_____ I will not be able to judge this year, but keep me on your list.

_____ I am not interested in judging. Please remove me from your list.

_____ I have an ADA accommodation or dietary restrictions. Please contact me for more information.

My contact preference:   Email_____ U.S. Mail       Fax
Name:  
Address:  
Telephone: (______)       Fax :(______)   Email:

You may also respond via fax or email: (xxx) xxx-xxxx or __________@___.com

*Customize dates and times to your competition.
ABA LAW STUDENT DIVISION REGION # CLIENT COUNSELING COMPETITION AT Your school’s name

Name: ______________________________________________________________

(During the day) Phone Number: _________________________________________

Email address: _______________________________________________________

PLEASE RETURN THIS RESPONSE FORM BY __________________, 20__

  o I would be pleased to judge at the ABA Regional Client Counseling Competition on February XX, 20XX.
    o I would be pleased to judge the preliminary rounds from 8:30a.m.-12:00p.m.
    o I would be pleased to judge the semifinal round from 1:00p.m.-3:00p.m.
    o I would be pleased to judge the final rounds from 3:30p.m.-6:30p.m.
  o I am sorry that I cannot help judge at this time, but please keep me on your list to help judge at another time.
  o You have the incorrect contact information for me, please update your information to
    _______________________________________________________
    _______________________________________________________
  o ADA Accommodations / Dietary Restrictions: Please identify any ADA accommodation or dietary restrictions below.

Please return this response form to YOUR REPRESENTATIVE, YOUR SCHOOL’S NAME, to YOUR FAX #. If you should have any questions about the ABA Regional Client Counseling Competition, please call YOUR REPRESENTATIVE at YOUR PHONE #.
# Judge Information Sheet

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<tr>
<th>Name</th>
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<td>Phone</td>
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<td>Law School</td>
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<tr>
<td>ADA Accommodations / Dietary Restrictions</td>
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<table>
<thead>
<tr>
<th>Preliminary Rounds (date, time)</th>
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<tr>
<td>Semifinal round (date, time)</td>
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<tr>
<td>Final Round (date, time)</td>
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</tbody>
</table>

_Date Signed Up:_

_Date Packet Sent:_

_Date Confirmed by Phone:_
Date

Attorney’s Name
Address
City, State Zip

RE: ABA Law Student Division Regional Client Counseling Competition—
Judging Information and Instructions.

Dear ATTORNEY/JUDGE/COUNSELOR:

I wanted to thank you for agreeing to judge the preliminary rounds (or semifinal or final round) for the ABA Law Student Division Region ___ Client Counseling Competition. As you know, the competition will be held at YOUR SCHOOL’S NAME on Saturday, February 20XX.

I am enclosing copies of the following:

1. The preliminary (or semifinal or final round) competition schedule;
2. Instructions for judging;
3. Standards for judging and sample score sheet;
4. Client instructions;
5. The final found client’s secret facts (NOT to be shared with competitors); and
6. Campus map and parking instructions.

Please review these materials before the competition and call me with any questions. We will also hold a short judges’ orientation before the preliminary rounds (or final round) begins.

The competition works as follows; # of teams will compete in three preliminary rounds. Only the top two teams (or three teams in the event of a tie) will advance to the final round. You will watch a maximum of three teams. You will then decide which team will take first place and which will take second. We will hold the final round in the room number or courtroom.

Breakfast/lunch will be provided from start time to end time so please join us. Otherwise, the official check-in and judges’ orientation will begin at X:00 a.m./p.m. for preliminary rounds judges (or X:00 for the semifinal round or X:00 for the final round) in the room where orientation will be held. The preliminary rounds will begin at 8:30a.m., the semifinals at 1:00p.m., or the final round will begin at 3:30 p.m.

If you have any ADA Accommodations or dietary restrictions that you have not previously made us aware of, please call or email us with that information before the competition so we may make necessary arrangements.

We look forward to seeing you on Saturday, February XX, 20XX. If you have any questions or concerns before then, please call me at your phone number, or e-mail me at your e-mail. Thank you so much for agreeing to help. We could not run a successful competition without you!

Sincerely,
Your name

Encl.
Date

Name
Address
City, State Zip

RE: ABA Law Student Division Regional Client Counseling Competition

Dear __________:

[name of school] is hosting the American Bar Association Region ___ Client Counseling Competition on [day(s), date(s)]. Students from law schools in [names of states in the region] will be here to participate. The Client Counseling Competition simulates a law office consultation in which student lawyers conduct an interview with a “client.” We seek volunteers who are willing to play the role of the clients.

Serving as a client gives the volunteer an opportunity to indulge his or her acting bug. It requires no legal knowledge. Rather, we provide each mock client with a “profile” that describes the role that individual is to play and the nature of the legal problem he/she has. The volunteer client is then interviewed separately by two or three different teams of law students. The law students are evaluated by local lawyers and counselors on their ability to conduct this interview. For the volunteer, it is fairly non-stressful and most enjoy the experience.

Depending on which round you volunteer for, the time commitment can be either two or three hours plus a short instructional meeting prior to the round. Volunteers will also need to spend about an hour or so learning their part prior to arriving on site.

We need mock clients for the following time slots:

[insert the days/times for the preliminary, semifinal, and final rounds]

We will provide a continental breakfast, lunch, and snacks throughout the day.

Please consider if you can help us with this. If you can volunteer, please forward to me by e-mail [e-mail address] or fax ([fax number]) the following information:

- Your name
- Telephone number
- E-mail address or fax number
- Your age (or your age-range if you’d rather not tell!)
- Your gender
- Day/time you are available
- Any ADA accommodation or dietary restrictions below.

Please contact me at [phone number] or [e-mail address] if you have questions.

Thank you for your consideration. Your help will contribute to the success of the next generation of lawyers.

Sincerely,
Your name