

JOINTLY ORGANISED BY



HONG KONG SCHOOLS
MOOTING AND MOCK TRIAL
ASSOCIATION
香港學界模擬辯護及模擬法庭協會



香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

HONG KONG SCHOOLS MOOTING AND MOCK TRIAL COMPETITION 2023/24 (ENGLISH DIVISION)

RULES AND REGULATIONS

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A. General

1. The Hong Kong Schools Mooting and Mock Trial Competition 2023/24 (“**the Competition**”) shall be run by the Hong Kong Schools Mooting and Mock Trial Association (“**the Association**”), which shall have unfettered power to:-
 - (a) administer the Competition and any related administrative issues;
 - (b) amend these Rules as it deems fit; and
 - (c) interpret these Rules as it deems fit.

The Secretariat of the Association (“**the Secretariat**”) shall conduct all administrative matters of the Competition. The only official method for teams to communicate with the Secretariat is by written communication via e-mail to info@hkmoot.org.

- 1A. Upon signing up for the Competition, the team undertakes to settle the registration fees of the Competition, notwithstanding that the team may decide to withdraw at a later stage. No refunds would be made.
2. These Rules shall bind all teams and tutors in the Competition unless directed otherwise by the Secretariat.
3. The Association shall have unfettered discretion to invite any persons with legal background, including but not limited to Executive Members of the Association (be they qualified legal practitioners or law students), to be the coram(s) of any round of the Competition.
- 3A. It shall not be a valid ground for any team to seek the Bencher’s, Deans’, and Sub-Deans’ recusal from handling any complaint, including but not limited to Form A and Form B complaints, and the coram(s) recusal from adjudicating any round(s) of the Competition, merely because that Bencher, Dean, and/or Sub-Dean has been:-
 - (a) a coram and/or a tutor of any school/team in any previous Competitions;

- (b) an alumni of any school; and/or
 - (c) a coram and/or tutor of any school/team in earlier round(s) of this year's Competition.
4. There shall be twenty-four (24) teams in this year's Competition. There shall be no upper limit on the number of participants per team. However, only four (4) Certificates of Participation will be presented to each team. Should there be more than four (4) participants in a team, the said team is free to elect the awardees amongst themselves.
- 4A. Participants may elect to apply as a "School Team" or "Self-formed Team" ("**Teams**").
5. The Association shall be responsible for the drafting of the mock trial and/or moot problems. Any ambiguities or objections apparently arising out of a problem shall be brought to the attention of the Association in writing within two (2) calendar days of the distribution of the problem. The Association shall have unfettered power to resolve the matter in her absolute discretion.
6. All participants must report to the Secretariat at the stipulated time and Competition venue.
- (a) Teams who are late by less than 15 minutes may be penalized for a mark deduction of up to 15%, subject to the discretion of the coram(s).
 - (b) Teams who are late for 15 minutes or more but less than 30 minutes shall be penalized for a mark deduction of up to 50%, subject to the discretion of the coram(s).
 - (c) Teams who are late for 30 minutes or more shall be disqualified forthwith without affording them the chance to compete in that particular round.
 - (d) Before making any determination, the coram(s) shall afford a reasonable opportunity for all parties to make representations.

(e) Notwithstanding subsections (a)-(c), the coram(s) has/have the discretion to, upon hearing submissions from both parties, exempt a team from mark deductions or disqualification should the coram(s) be satisfied that the defaulting team has a legitimate and valid reasons for being late, or that the lateness is *de minimis*.

7. For the avoidance of doubt, a Saturday, Sunday and public holiday is considered a calendar day in these Rules unless otherwise specified.

B. Legal Tutors

8. Each team shall be allocated with no less than one person enrolled in any tertiary education programme related to law as tutor(s). All teams must not seek any advice and/or training in terms of law and/or advocacy other than from their assigned tutor(s). Any violation may lead to disqualification or mark penalty, subject to the discretion of the Association and/or coram(s) of a particular round.
9. Tutor(s) undertake(s) to assist the team(s) assigned to him/her/them by offering **no less than 3 hours of interactive tutoring per round** (“**Minimum Interactions**”). Interactive tutoring includes, but is not limited to, any face-to-face and/or instantaneous communication (namely Zoom, telephone conference, WhatsApp call, or any other equivalent means of communication) with the teams. That said, any form of text-based communication (namely e-mail, WhatsApp messages, SMS messaging or any other equivalent means of communication) is not counted towards the satisfaction of such requirements. Minimum Interactions should be satisfied at least five (5) calendar days before the actual date of the competition.
10. Should any team is/are of the view that their tutor(s) failed to satisfy the Minimum Interactions:-
 - (a) Such team (“**the Complainant**”) is/are obliged to report the matter in writing to the Association by filling in Form A.
 - (b) Form A shall be sent to the Association by e-mail as soon as practicable but in any event no less than five (5) calendar days prior to the actual date of the competition. A complaint lodged out of time shall be dismissed forthwith.
 - (c) A Dean or Sub-Dean shall make a written determination on paper without any oral hearing within twenty-four (24) hours upon the Secretariat receiving the completed Form A as to whether, on the face of the Form A, the tutor(s) failed to satisfy the Minimum Interactions. Such determination shall be in writing and served to the Complainant and the

tutor(s) in question.

- (d) If the Dean or Sub-Dean is of the view that, *prima facie*, the tutor(s) of the Complainant, has/have not satisfied the Minimum Interactions, the Dean or Sub-Dean shall have unfettered discretion to make any consequential directions to settle the complaint, which may include a change of tutor if it is reasonably practicable.
 - (e) If the Dean or Sub-Dean is of the view that the tutor(s) has/have, *prima facie*, satisfied the Minimum Interactions, he shall dismiss the complaint.
 - (f) If a Complainant is aggrieved by the Dean or Sub-Dean's determination to dismiss the complaint, he may appeal the determination by re-submitting the filled Form A together with the written determination to the Secretariat by e-mail within 12 hours of the handing down the written determination. The appeal shall be reviewed by way of hearing *de novo* on paper without any oral hearing before a Panel constituted by the Bencher, two (2) Dean(s) and/or Sub-Dean(s). When the Bencher is not in office, the appeal shall be determined by a Panel constituted by three (3) Dean(s) or Sub-Dean(s).
 - (g) A written judgment of the appeal shall be handed down within 12 hours as to whether the appeal is allowed or dismissed. Should the Panel allow the appeal, they, collectively, have unfettered discretion to make consequential directions to settle the complaint, which may include a change of tutor(s) if it is reasonably practicable. Such judgement and consequential directions shall be final and non-appealable.
11. For the avoidance of doubt, for the purposes of Rule 9 and 10, the *actual date of the competition* refers to:-
- (a) For Quarter-finals and Semi-finals, the "*Designated Time*" stipulated in Rule 33;
 - (b) For other rounds of the Competition, the date of the hearing.

C. Particulars of the Competition

12. The Competition shall comprise of five rounds:-
- (a) Two rounds of Preliminaries in the form of a mock trial, where all teams (regardless of results) shall compete once in Round I and Round II of the Preliminaries respectively;
 - (b) Quarter-finals, in the form of a moot;
 - (c) Semi-finals, in the form of a moot; and
 - (d) Grand Finals, in the form of a mock jury trial.
13. All participants shall dress in proper attire when competing. Proper attire means:-
- (a) For male: in school uniform with long-sleeves shirt and tie or dark suit and dark tie;
 - (b) For female: in school uniform or dark business attire.
- For the avoidance of doubt, physical education uniforms are not allowed. Any failure to observe the said dress code may be subject to penalty, including but not limited to disqualification or mark deductions. The actual penalty imposed shall be at the unfettered discretion of the coram(s) of the round.
14. In all rounds of the Competition, the coram(s) shall be vested with all powers as a master of procedures which their official counterparts are vested with under the laws of Hong Kong. All participants (regardless of the venue of the competition) shall treat such venue as if it is a premise that holds a judicial proceeding. In the course of the hearing, the followings are strictly prohibited:-
- (a) Eating or drinking anything other than water;
 - (b) Smoking;

- (c) Taking photos, recording videos or recording audio;
- (d) Allowing any electronic device(s), including but not limited to mobile phones, laptops and/or tablets, to emit sound;
- (e) Speaking foul language or doing anything which may defame the coram(s) presiding over the hearing;
- (f) Doing anything disrespectful or in contempt of the coram(s); and/or
- (g) Any other acts which severely disrupts the Competition.

When encountered with the aforesaid circumstances, the coram(s) shall have the power to impose the following (or combination of any of the following) sanctions:-

- (i) To admonish such participant;
 - (ii) To deduct marks from that participant/the team as a whole, or to disqualify the same from the Competition;
 - (iii) If such participant is/are spectating other rounds, to banish such participant and (if appropriate) forbade such participant from re-entering the courtroom; and
 - (iv) If such participant is/are competing or spectating, direct such participant to hand over such electronic device and place the same at a conspicuous place of the court so to ensure no one in the court (including but not limited to staff of the Secretariat) may intervene the same until the end of the Competition.
15. All participants should strictly observe court etiquette. If barrister robes and/or wigs are provided in a particular round, participants should be robed with the gown and/or wig and handle them with care. The Association reserves the right to seek damages from any particular competitor(s) if the gowns, wigs, facilities and/or equipment are found to not be in good condition due to the conduct of

the competitor(s).

16. Save and except during an adjournment in Competition rounds, tutors and persons spectating shall not act in any manner which may prejudice the fairness of the Competition, including but not limited to communicating with any participants orally or in writing, or handing a note to any participant(s).
17. Participants are allowed to use their electronic devices during all Competition rounds. However, participants **are not allowed** to use their electronics devices:-
 - (a) To seek advice from any persons (including but not limited to tutors), including but not limited to allowing (a) tutor(s) to co-edit a document with that participant on an online collaboration platform (namely Google Docs, Microsoft Word, or any other equivalent platform);
 - (b) To communicate with any persons (including but not limited to tutors) via electronic means, notwithstanding it may be done on an instant messaging application or an online collaboration platform; or
 - (c) For any other purposes which may prejudice the fairness of the Competition.
18. Violations of Rule 16 and/or 17 by any person may lead to penalty, including but not limited to disqualification or mark deductions of the relevant participant(s) and/or team. The actual penalty imposed shall be at the unfettered discretion of the coram(s) of the round. The disadvantaged team is under the obligation to bring to the presiding coram's notice the situation. Failure to bring such matter to the notice of the presiding coram before the conclusion of the hearing would imply that the disadvantaged team has waived its rights. In those circumstances, no mark deduction shall be made.
19. The Preliminaries shall be conducted according to the following rules:-
 - (a) All teams (regardless of the results thereto) shall compete in Round I and Round II of the Preliminaries. Preliminaries I shall be a Magistracy criminal mock trial problem whilst Preliminaries II shall be a District

Court criminal mock trial problem. Both rounds shall be heard by a single Magistrate or Judge.

- (b) The Preliminaries shall be conducted in accordance with the following procedure:-
- (i) The Prosecution seeks permission to take plea;
 - (ii) The Prosecution reads out the admitted facts in court;
 - (iii) The Prosecution calls the Prosecution Witness to give evidence;
 - (1) The Prosecution conducts examination-in-chief;
 - (2) The Defence conducts cross-examination;
 - (3) The Prosecution conducts re-examination (if necessary);
 - (iv) The Prosecution closes the Prosecution case;
 - (v) The Defence calls the Defendant to give evidence;
 - (1) The Defence conducts the examination-in-chief;
 - (2) The Prosecution conducts the cross-examination;
 - (3) The Defence conducts the re-examination (if necessary);
 - (vi) The Prosecution makes closing submission;
 - (vii) The Defence makes closing submission; and
 - (viii) The Magistrate/Judge delivers or reserves the verdict;
- (c) Only PW1 and the Defendant **shall and must be** called as witnesses in each round of the Preliminaries. The calling of other witness(es) is explicitly prohibited, notwithstanding the fact that there may be other witness(es) listed.
- (d) Each side will be given a total of **25 minutes** to conduct their trial, inclusive of handling judicial invention. Sub-paragraphs (b)(i), (ii) and (viii) would not count towards part of their time allowance of the Competition.
- (e) Time shall be kept by a clerk nominated by the Secretariat. Participants are warned when he/she has (i) 15 minutes left; (ii) 5 minutes left; (iii) 1 minute left; and (iv) to conclude forthwith.
- (f) The Defence is **not allowed** to plead guilty, request for a *voir dire*, and/or

make a “no-case-to-answer” submission.

- (g) Regardless of the merits of the case, the Magistrate/ Judge shall rule that there is a *prima facie* case.
- (h) Teams are entitled to ask for an adjournment for 5 minutes as of right. No team is allowed to apply for an adjournment shorter than 5 minutes. Such time for adjournment is included in the team’s allowed 25 minutes time allowance. The opposing team is entitled to the benefit of the adjournment without prejudicing their time allowance.
- (i) Teams may apply for leave from the trial Magistrate/Judge for extra adjournments. Whether to grant leave for those extra adjournment(s) and, if so, for how long, is within the discretion of the trial Magistrate/Judge. For the avoidance of doubt, any extra adjournment(s) during the hearing is counted in prejudice to the team’s allowed time. The opposing team is entitled to the benefit of the adjournment without prejudicing their time allowance.

20. The Quarter-finals shall be conducted according to the following rules:-

- (a) The best eight (8) teams shall be entitled to progress to the Quarter-finals.
- (b) A Court of Appeal moot problem shall be assigned to the participants. The moot problem would be heard by a bench of three (3) judges.
- (c) Prior to the hearing, both teams shall submit (i) a written skeleton submission, (ii) a list of authorities they intend to rely upon, and (iii) the authorities (if any).
- (d) The appeal shall be conducted in accordance with the following procedure:-
 - (i) The Appellant arguing his case;
 - (ii) The Respondent arguing his case;
 - (iii) The Appellant replying to the Respondent’s arguments (if necessary); and

- (iv) The Court giving or reserving the judgment.
 - (e) Each team shall be given **20 minutes** to argue their case. There shall be no restriction on how the teams divide their time. There is also no limitation on how many participants may argue for one team. The time is inclusive of judicial intervention. Subparagraphs (d) (iv) would not count towards part of a team's time allowance of the competition.
 - (f) Time shall be kept by a clerk nominated by the Secretariat. Participants would be warned when he/she has (i) 15 minutes left; (ii) 5 minutes left; (iii) 1 minute left; and (iv) to conclude forthwith.
 - (g) Teams are not entitled to apply for any adjournments.
21. The Semi-finals shall be conducted according to the following rules:-
- (a) The winning teams of the Quarter-finals shall be entitled to progress to the Semi-finals.
 - (b) A Court of Final Appeal moot problem shall be assigned to the participants. The moot problem would be heard by five (5) judges.
 - (c) Prior to the hearing, the teams must submit (i) a written skeleton submission, (ii) a list of authorities they intend to rely upon, and (iii) the authorities.
 - (d) The appeal should be conducted as follows:-
 - (i) The Appellant arguing his case;
 - (ii) The Respondent arguing his case;
 - (iii) The Appellant replying to the Respondent's arguments (if necessary);
 - (iv) The Court giving or reserving the judgment.
 - (e) Each team shall be given **35 minutes** to argue their case. There shall be no restriction on how the teams divide their time. There is also no

limitation on how many participants would be arguing for one team. The time is inclusive of judicial intervention. Subparagraphs (d) (iv) would not be counted as part of a team's time allowance of the competition.

- (f) Time shall be kept by a clerk nominated by the Secretariat. Participants would be warned when he/she has (i) 15 minutes left; (ii) 5 minutes left; (iii) 1 minute left; and (iv) to conclude forthwith.
- (g) Teams are not entitled to apply for any adjournments.

22. The Finals shall be conducted in accordance with the following rules:-

- (a) The winning teams of the Semi-finals shall be entitled to progress to the Grand Finals.
- (b) A Court of First Instance criminal mock trial problem shall be assigned to the participants. The mock trial problem shall be heard by a single judge (the "**Trial Judge**") together with a jury.
- (c) The jury shall be composed of nine (9) jurors, three (3) of which shall be professional jurors nominated by the Secretariat, and six (6) of which shall be students studying in any institutions offering secondary education (including but not limited to any secondary schools and international schools). Each team may challenge not more than 2 jurors without cause and any juror or jurors for cause, except for professional jurors.
- (d) Tutors assigned to either team of the Finals are not eligible to be professional jurors. Students studying at the same school of either team of the Finals are not eligible to be jurors.
- (e) Whenever there is a deficiency of jurors, the Trial Judge may put upon the jury so many eligible spectators or other persons who can be speedily procured as may be sufficient to make up the full number thereof.
- (f) The trial shall be conducted in accordance with the following procedure:-

- (i) The Prosecution seeks permission to take plea;
 - (ii) The Jury is empanelled;
 - (iii) The Prosecution delivers opening submission and reads out the admitted facts in court;
 - (iv) The Prosecution calls the Prosecution Witnesses to give evidence;
 - (1) The Prosecution conducts examination-in-chief;
 - (2) The Defence conducts cross-examination;
 - (3) The Prosecution conducts re-examination (if necessary);
 - (v) The Prosecution closes the Prosecution case;
 - (vi) The Defence makes a no-case-to-answer submission;
 - (vii) The Prosecution replies to the no-case-to-answer submission;
 - (viii) The Trial Judge rules on the no-case-to-answer submission;
 - (ix) The Defence calls the Defendant (and/or the Defence Witnesses);
 - (1) The Defence conducts examination-in-chief;
 - (2) The Prosecution conducts cross-examination;
 - (3) The Defence conducts the re-examination (if necessary);
 - (x) There shall be a 5-minute break for the Prosecution and Defence to prepare for closing submissions;
 - (xi) The Prosecution makes the closing submission;
 - (xii) The Defence makes the closing submission;
 - (xiii) The Trial Judge directs the Jury.
- (g) The time allowed for each team shall be directed by the Trial Judge. Such time would include the time for calling witnesses and handling judicial invention. Subparagraphs (c) (i), (ii), (iii), (x), and (xiii) would not count towards part of their time allowance of the Competition.
- (h) Time shall be by a clerk nominated by the Secretariat. Participants would be warned when he/she has (i) 15 minutes left; (ii) 5 minutes left; (iii) 1 minute left; and (iv) to conclude forthwith.
- (i) The Defendant **cannot** plead guilty under all circumstances.
- (j) Both teams are entitled to ask for an adjournment for up to ten (10) minutes as of right. No team is allowed to apply for an adjournment shorter than five (5) minutes. Such time for adjournment is included in their time allowance. The opposing team is entitled to the benefit of the

adjournment without prejudicing their time allowance.

- (k) Both teams may apply for leave from the Trial Judge for extra adjournments. Whether to grant leave for those extra adjournment(s) and, if so, for how long, is within the discretion of the Trial Judge.

D. Complaints

23. Save and except complaints that are governed by Rule 10, all other complaints in respect of the Competition would be governed by the following rules:-
- (a) All complaints shall be made as soon as practicable but, in any event, within twenty-four (24) hours after the completion of the relevant round. A complaint lodged out of time shall be dismissed forthwith.
 - (b) If a participant and/or a participating team (“**the Complainant**”) makes the complaint before the coram(s) retire and give his/her/their comments to the participants, the Complainant shall state in open court in the presence of the opposing team the reasons thereof.
 - (i) Upon noting such complaint, the coram(s) shall allow both parties to have reasonable opportunity to make representations as to how the complaint shall be handled.
 - (ii) Upon hearing representations by both parties, the coram(s) shall make an oral determination as to how the complaint should be handled. The oral determination shall contain (i) the background of the complaint, (ii) the representations made by the parties, (iii) his/her/their determination, and (iv) the reasons of such determination. The oral determination shall be recorded by an audio device for the Secretariat’s record.
 - (c) If the Complainant makes a complaint after the coram(s) retire(s) and give(s) his/her/their comments to the participants but within the time stipulated in subparagraph (a) herein, the Complainant should report the matter to the Secretariat in writing by filling in Form B by email.
 - (i) Upon receiving Form B, a Dean or Sub-Dean shall allow both parties to have reasonable opportunity to make written representations without an oral hearing as to how the complaint shall be handled.

- (ii) Upon reading representations by both parties, the Dean or Sub-Dean shall make a written determination as to how the complaint shall be handled within 24 hours.
- (iii) A Dean or Sub-Dean shall be entitled to handle a complaint even if he is the coram or one of the corams of the competition to which the complaint is subject. Wherever practicable, the Dean or Sub-Dean handling the complaint shall be the coram or one of the corams who was/were presiding over the Competition from which the complaint arose, unless that Dean or Sub-Dean is the subject of the complaint.
- (d) Any party aggrieved by the determination of the coram(s), Dean or Sub-Dean, may appeal by re-submitting Form B together with the written determination of the Dean or Sub-Dean or a written summary of the oral determination of the coram(s) to the Secretariat within 12 hours after the written determination is handed down. The appeal shall be determined by a Panel constituted by the Bencher together with two (2) Dean(s) or Sub-Dean(s) on paper without an oral hearing. When the Bencher is not in office, the appeal shall be determined by a Panel constituted by three (3) Dean(s) or Sub-Dean(s). The Bencher, Deans or Sub-Deans shall not be entitled to hear an appeal if he/she has taken part in judging the competition and/or handed down a written determination as per that complaint.
- (e) A written judgment of the appeal shall be handed down within 48 hours as to whether the appeal is allowed or dismissed. Such judgment is final and non-appealable. Should the Panel allow the appeal, the Panel has unfettered discretion to make consequential directions to resolve the complaint. The consequential directions shall be final and non-appealable.
- (f) Notwithstanding the circumstances that the ground(s) raised in the appeal might be decided in favour of the appellant, the Panel for determining the matter may, at their discretion, dismiss the appeal if they consider that no actual unfairness has occurred.

E. Specific Regulations for Mooting (Applicable to Quarter-finals and Semi-finals only)

24. Both teams must submit a set of written submissions to the Secretariat prior to the hearing. It shall be a single document containing all points that are to be argued.
25. All written submissions shall commence with a brief and non-contentious statement of:-
 - (a) the nature of the proceedings below;
 - (b) the cases for the prosecution and the defence below;
 - (c) the issue(s) at trial; and
 - (d) the issue(s) raised in the appeal (or leave to appeal).

Yet, the Respondent need not comply with subsections (a) and (b) herein if the one provided by the Appellant/Applicant is accepted.

26. The remainder of the written submission must provide succinct and precisely couched points in support of (or against, as the case may be) the appeal, and under a separate heading devoted to each and every ground of appeal.
27. All written submissions must not exceed 8 pages, in A4 size paper, and in no smaller than 14 point font size and 1 ½ spacing with 1 inch margins per side. A back-sheet and content page are not required nor permitted.
28. The written submission must not be used as a vehicle to advance a ground of appeal which is not contained in the Summary of Facts of the Moot Problem.
29. If the teams elect to rely on any authorities in their written/skeleton submissions, these authorities shall be compiled into a bundle of authorities. A list/index of authorities should be included at the front of the bundle of authorities. If teams elect not to rely on any authorities, or as Respondent, elect

to rely on authorities cited in the Appellant’s bundle of authorities or in the Moot Problem, they need not prepare a bundle of authorities.

30. Each team may rely on no more than five (5) authorities, including but not limited to statutory materials, cases, journals, and textbooks. Such materials shall not be highlighted, underlined, and/or annotated in the bundle of authorities. For the avoidance of doubt, any authorities cited and/or provided in the Moot Problem are not counted towards the said limit. Teams need not compile the said authorities in their bundle of authorities.
31. No competitor shall rely on any law report or other literature not included in the bundle of authorities during his or her speech, unless an unanticipated point arises either from the opposing team or from the corams; or, for the appellant/applicant, in reply to the arguments arising from the skeleton of the respondent. Sufficient hard copies of said authorities and/or literature shall be prepared for all presiding corams and the opposing team. Such materials should not be highlighted, underlined, and/or annotated.
32. The written submissions shall be submitted in a single PDF file. The bundle of Authorities together with the list of authorities (if any) shall be submitted in a single separate PDF file and with each authority properly bookmarked. Its/Their files name(s) shall specify the (i) stage of competition, (ii) time of competition, (iii) party they represent, (iv) team name, and (v) nature of file. For example:

“Quarter-finals_1400_appellant_ABC-school(team-2)_skeleton”

33. The Appellant shall submit the written submissions and bundle of authorities (if any) ten (10) calendar days prior to the hearing. The Respondent should submit the same five (5) calendar days prior to the hearing. Both teams shall submit the said documents at 1800 hours on the aforementioned date. For the purposes of Rule 11 and 34 to 36, the above date and time shall collectively be referred to as “*Designated Time*”.
34. The teams shall submit the relevant documents by uploading it/them onto the submission box on the Moodle platform on or before the Designated Time. Other than the requirements as contained in the above rules, teams must also

observe the specific directions as given by the Secretariat, if any.

35. The Secretariat shall upload the received PDF files on the Moodle platform within 6 hours of the Designated Time (on the basis that teams have submitted those files on time). The Secretariat shall only upload the last version of each of the documents as submitted by the teams at or before the Designated Time. Other versions uploaded after the Designated Time shall not be uploaded.
36. In the event of late submission, the teams may suffer a mark penalty. The presiding corams have the discretion to decide on the actual deductions to be made, subject to the following scale:-
 - (a) If the requisite materials are submitted within 24 hours after the Designated Time, The defaulting team may suffer up to a 15% deduction of their total marks;
 - (b) If the requisite materials are submitted within 72 hours after the Designated Time, The defaulting team may suffer up to a 50% deduction of their total marks;
 - (c) If the requisite materials are submitted more than 72 hours after the Designated Time, The defaulting team may suffer up to a 75% deduction of their total marks;
 - (d) If the requisite materials are not submitted at least 48 hours prior to the actual hearing, the defaulting team may suffer up to 100% deduction in their total marks.
 - (e) Notwithstanding subsection (a) to (d), the presiding corams shall have discretion to exempt the deduction of a team if that team has a legitimate and valid reasons for the lateness, or that the lateness is *de minimis*. Whether there are valid reasons for the lateness or that the lateness is *de minimis* shall be determined collectively by all the presiding corams. Evidence should be provided if possible.
 - (f) The disadvantaged team is under the obligation to bring to the Court's notice the defaulting team's late submission. Failure to bring such matter

to the notice of the Court before the conclusion of the hearing would imply the disadvantaged team has waived their rights. In those circumstances, no mark deduction shall be made.

37. The teams may elect to use soft copies on their electronic device(s). Save and except authorities relied on pursuant to Rule 31, teams are not required to prepare hard copies of the skeleton and/or authorities for the Association and/or the corams.

F. Specific Regulations for Remote Hearing

38. The Secretariat shall have unfettered discretion to decide whether any round(s) or any party's competition should be conducted virtually. Should any round of the Competition be held in the form of remote hearing, the additional regulations stipulated in hereinbelow are to be observed.
39. The Secretariat shall set up virtual meeting rooms on Zoom as virtual courtrooms. The Secretariat shall send the relevant Zoom hyperlinks (and password, if applicable) to the email addresses provided by the participants in their registration documents.
40. Rules 6 and Rule 15 to 18 continue to apply. Rule 17 shall be construed to allow electronic communications between participants of the same team. For the avoidance of doubt, participants shall not be deemed as belonging to the same team merely because they may belong to the same school.
41. The participants and any persons joining the virtual Courtroom are responsible to make all arrangements necessary for or incidental to ensuring that the use of video-conferencing facilities proceeds smoothly and effectively.
42. All persons in the virtual Courtroom must switch on their camera at all times without using a "virtual background" during the remote hearing unless directed otherwise by the Secretariat. The Secretariat may remove anyone who fails to comply with such requirements. Additionally, teams who failed to comply may be subject to a penalty, including but not limited to a mark deduction, subject to the presiding Coram(s)' absolute discretion.
43. To allow the participants to be better identified, they are required to name themselves in the Zoom meeting in the following manner:-

“[side] ([school name], [participant name])”

For example, if a participant named Chan Tai Man studying in ABC Secondary School is representing Prosecution, he shall name himself as:-

“P (ABC Secondary School, Chan Tai Man)”

44. The clerk responsible for timekeeping shall give notice as to the teams' remaining time allowance in the manner stipulated in the above rules for the respective rounds. Participants are reminded to pay attention to the clerk's notice.

(Rule 10 《賽規》第 10 條)

HONG KONG SCHOOLS MOOTING AND MOCK TRIAL COMPETITION 2023/24
2023/24 香港學界模擬辯護及模擬法庭比賽

FORM A
表格 A

NOTICE OF COMPETING TEAM COMPLAINING A TUTOR
參賽隊伍投訴法律導師通知書

- Pursuant to Rule 10, a complaint against a tutor must be made as soon as practicable but in any event no less than five (5) days prior to the actual competition, otherwise it would be dismissed forthwith.
- A Form A shall be submitted to the Secretariat of the Association via e-mail (info@hkmoot.org).
- 根據賽規第 10 條，針對法律導師的投訴必須從速提出，否則將被即時駁回。無論如何，針對法律導師的投訴必須於實際比賽前五(5)天提出。
- 表格 A 須以電郵方式向秘書處（電郵：info@hkmoot.org）提交。

Complainant 投訴人	
Tutor(s) subject to the complaint 被投訴之法律導師	
No. of Hours of Tutoring provided by the Tutor 法律導師已提供的指導時數	

Particulars
詳情

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Please particularise the communications made between the complainant and the tutor and copies of correspondences between the complainant and the tutor, appended on a separate document if necessary.

請詳細描述投訴人與法律導師之間的溝通。有需要時，可隨本表格夾附有關陳述及與該名法律導師的溝通之截圖或副本。

(Rule 23(c) 《賽規》第 23(c)條)

HONG KONG SCHOOLS MOOTING AND MOCK TRIAL COMPETITION 2023/24
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FORM B
表格 B

WRITTEN NOTICE OF COMPLAINT
比賽投訴通知書

- Pursuant to Rule 23, a complaint within a round must be made as soon as practicable but in any event within 24 hours of after the completion of the competition round.
- Form B shall be submitted to the Secretariat of the Association via e-mail (info@hkmoot.org).
- 根據賽規第 23 條，所有有關本比賽之投訴必須從速提出，否則將會被即時駁回。無論如何，所有投訴必須於比賽回合完結後 24 小時內提出。
- 表格 B 須以電郵方式向秘書處（電郵：info@hkmoot.org）提交。

Complainant 投訴人	
Opposing Team 對賽隊伍	
Presiding Coram(s) 列席之審裁官	
Date and Time of Competition 比賽日期及時間	
Venue of Competition 比賽地點	

Particulars
詳情

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Please particularise the grounds of complaint, appended in a separate document if necessary.
請詳細描述投訴之理據。有需要時，可隨本表格夾附有關陳述。