

## How To Use The Manual and Attachments

The WALs Foundation Mock Trial Program is complete and web based for your convenience. The teacher's manual and attachments should be read first and printed out. The "how to" DVD will show you how easy it can be. We have also included other resources and links that will give you the necessary information you need to conduct your mock trials in an organized and easy manner.

**The first part of the manual is materials for you when in the planning stages. You can access and click on the table of contents to view and print your materials.**

**Other role instructions/notes are in the next section, and the last section of the manual includes reference/additional information.**

The TIMELINE in Teacher Instructions and the 10 EASY STEPS condense it all. Once you read the manual you will see it can be done step by step without a lot of extra work on your part. There are website links and short/long overview video versions that will also help you prepare, along with a "how to" DVD that reviews the manual.

We have included the role list, instructions, descriptions and suggested props. There are vocabulary words that relate to the justice system and this trial, along with instructions on how to contact your volunteer lawyer(s). The lawyer packet is in the attachments. You can also use the sample press release either before or after your mock trial.

### **Attachment 1:**

*Student Activities/Handouts*

1. The WALs Foundation activity handout for each student.
2. "A Kids Guide to the Courts of West Virginia" made by the Supreme Court of Appeals in WV
3. The paper gavel bracelets for student distribution after the official mock trial.

### **Attachment 2:**

*The lawyer packet* to be sent to the volunteer lawyer(s) that contains a confirmation memo once the lawyer(s) commits. Complete the memo with your contact info, your school, dates and times. Send this with the enclosed lawyer instructions, script and verdict form. **You can copy this lawyer packet if your school is using more than one lawyer.**

### **Attachment 3:**

*The Script* which you can copy (double-sided), highlight and pass out to your students and *the verdict form* that goes to the jury foreperson.

**IF YOU HAVE ANY ADDITIONAL QUESTIONS, FEEL FREE TO CALL: Barbara Knutsen, Executive Director, WALs Foundation - 304-232-2576 (w) or (c) 304-215-0522. You can also e-mail Barb at [bknutsen@walswheeling.com](mailto:bknutsen@walswheeling.com)**