



ADMINISTRATIVE OFFICE OF THE COURTS  
OFFICE OF COURT INTERPRETER SERVICES

# MOCK TRIAL WORKSHOP

## WORKSHOP INFORMATION

LOCATION: \_\_\_\_\_ DATES: \_\_\_\_\_

OCIS STAFF \_\_\_\_\_ OCIS \_\_\_\_\_

ASSIGNED: \_\_\_\_\_ COORDINATOR: \_\_\_\_\_

CIVIL/CRIMINAL \_\_\_\_\_ PARTICIPANT KNOWLEDGE LEVEL: \_\_\_\_\_

## PRE-WORKSHOP

- BOOK PRESENTATION ROOM
- SECURE COURTROOM
- SECURE PRESENTERS
- SECURE ACTORS
  - JUDGE NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
  - PROSECUTOR/PLAINTIFFS' ATTORNEY NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
  - DEFENSE ATTORNEY NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
  - PLAINTIFF (CIVIL CASE) NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
  - DEFENDANT NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
  - EXPERT WITNESS(ES) NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
- SECURE COURT REPORTER (OPTIONAL)
- ARRANGE FOR SIGN LANGUAGE INTERPRETERS IF NEEDED
- ARRANGE CATERING COMPANY: \_\_\_\_\_ CONTACT #: \_\_\_\_\_
- DEVELOP WORKING BUDGET (INCLUDING PROJECTED AND ACTUAL COSTS)
- CREATE AND SEND "SECURE THE DATE" CARDS
- CREATE AND SEND FLYER/REGISTRATION FORM
- REQUEST CLE/CEU THROUGH THE STATES AND/OR RID
- DEVELOP PARTICIPANT PRINT MATERIALS
- CREATE FLASH DRIVES (IF USING)
- PROCURE PENS, PENCILS AND NOTEPADS FOR THE PARTICIPANTS
- CREATE MASTER BINDER
- CREATE SIGN-IN SHEET
- CREATE NAME TAGS
- ARRANGE FOR TECHNOLOGY (PROJECTORS, VIDEO CAMERAS, ETC.)
- PROCURE OLD CASE FILE OR SCRIPT

- CREATE EXHIBITS
- PROVIDE ACTORS WITH SCRIPTS/OUTLINE
- CREATE DOCKETS FOR ALL PARTICIPANTS (IF RUNNING ARRAIGNMENTS)
- PROCURE NOTEBOOKS AND WRITING MATERIALS FOR PARTICIPANTS (OPTIONAL)
- CREATE DEPOSIT, REGISTRATION, AND PARTICIPANT LOG
- ARRANGE PHOTOGRAPHY OF WORKSHOP
- CREATE GOOGLE DRIVE (OR OTHER SHARING SITE) TO COMMUNICATE WITH PARTICIPANTS AND TO HOUSE MATERIALS (OPTIONAL)

## PRINT MATERIALS

PRINT THE FOLLOWING MATERIALS  
FOR PARTICIPANT FOLDERS:

- |  |   |
|--|---|
| <input type="checkbox"/> AGENDA                | <input type="checkbox"/> PRESENTER BIO                  |
| <input type="checkbox"/> STAFF CONTACT SHEET   | <input type="checkbox"/> PRESENTER HANDOUTS             |
| <input type="checkbox"/> EVALUATIONS           | <input type="checkbox"/> NAME TAGS                      |
| <input type="checkbox"/> NAME TENTS (OPTIONAL) | <input type="checkbox"/> CONTINUING EDUCATION PAPERWORK |
| <input type="checkbox"/> OTHER: _____          | <input type="checkbox"/> MOCK TRIAL SCRIPTS/OUTLINE     |

## TASKS DURING WORKSHOP

- MAKE COFFEE
- SET OUT WATER AND CUPS
- SET UP TECHNOLOGY
- SET UP ROOM (BEVERAGES, PENS, FOLDERS, ETC.)
- SIGN IN PARTICIPANTS AND CHECK THEIR ID
- COMMUNICATE WITH CATERER AS NECESSARY
- COMMUNICATE WITH PRESENTER/PARTICIPANTS AS NECESSARY

## POST WORKSHOP

- SUBMIT CLE/CEU PAPERWORK
- SEND FOLLOW-UP LETTERS TO PARTICIPANTS IF NECESSARY
- SUBMIT ANY INVOICES FOR PAYMENT
- TYPE UP EVALUATIONS INTO ONE MASTER SHEET TO SUBMIT TO PRESENTERS

## MASTER WORKSHOP BINDER

COMPLETE WORKSHOP BINDER:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> COMPLETED SIGN-IN SHEET | <input type="checkbox"/> CATERING INFORMATION | <input type="checkbox"/> PARTICIPANT REGISTRATIONS |
| <input type="checkbox"/> INVOICES                | <input type="checkbox"/> PRESENTER HANDOUTS   | <input type="checkbox"/> PARTICIPANT EVALUATIONS   |
| <input type="checkbox"/> CLE/CEU PAPERWORK       |   |  |

## WORKSHOP COMMENTS/ADDITIONAL INFORMATION

## Working Budget: Interpreting Depositions Workshop 2018

Registration Fees		Description	Projected	Actual
	0			
<b>Sub Total</b>				<b>\$0.00</b>
<b>Total Revenue</b>			<b>\$0.00</b>	<b>\$0.00</b>
Projected Expenses		Description	Projected	Actual
<b>Copying &amp; Other Supplies</b>				
	<i>Binders</i>			
	<i>Dividers</i>			
	<i>Name Badges</i>			
<b>Copying and Supplies Sub Total</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Catering</b>				
		Lunches		
		SAM's Trip: lemons, candy		
<b>Catering Sub Total</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Other</b>		<b>Description</b>		<b>Amount</b>
		Honoraria for Mock deposition Participants		
<b>Other Sub Total</b>			<b>\$0.00</b>	<b>\$ -</b>
<b>SUB-TOTAL: Facility, Copies, Fees, etc...</b>			<b>\$0.00</b>	<b>\$0.00</b>
Projected Expenses		Description	Projected	Actual
<b>Presenter &amp; Interpreter Costs</b>				
	<b>Carla Mathers</b>			
	<i>Teaching and Prep Sessions</i>	3 day training		
	<i>Travel Fees</i>	Hotel and airfare		
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>
hotel - 4 nights, \$96/night + taxes = \$441.60 airfare - \$695.61 + \$150.40 = \$846.01				
<b>SUB-TOTAL: Presenter Fees</b>			<b>\$0.00</b>	<b>\$0.00</b>
Projected Expenses		Description	Projected	Actual
<b>Miscellaneous Expenses</b>				
		Miscellaneous Expenses		
<b>SUB-TOTAL: Miscellaneous</b>			<b>\$0.00</b>	<b>\$0.00</b>
Summary			Projected	Actual
<b>Total Revenue</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Expenses</b>			<b>\$0.00</b>	<b>\$0.00</b>
				<b>\$0.00</b>