

USING THE ONLINE MOOT COURT APPLICATION SYSTEM

Completing Your Applications:

1. To begin an application, click on the gear icon next to the name of a moot court program, and select "Apply." When you open a moot court's application, at the top of the page, click on the link that says "Download/View Instructions File." Follow the instructions in that document, and reach out to the contact listed if you have any questions about an application. Note that all documents you upload with your application must be PDFs.
2. Once you've started an application, you can save the information you entered at any time by clicking "Save Application" and then return to that application later. When you return to the Specialized Moot Court Application home page, you will see a yellow box that says "started application" next to applications that are in progress. Click on the gear icon and select "View/Edit" to make changes or continue working on your application.
3. When you have completed all the required fields of an application, click on "Save Application" at the bottom of the application page. When you return to the Specialized Moot Court Application home page, you will see a green box that says "ready to submit" next to applications that you have completed. When you are ready to submit an application, click on the gear icon and select "Submit."
4. If you realize you made a mistake after you submitted an application, find that moot court under the "Submitted and Ranked Applications" field, click the gear icon, and select "Un-submit for Editing." You can then make changes to the application. You will have to resubmit when you are finished making changes. You cannot make any changes to a submitted application after the application submission deadline.

Ranking Moot Courts:

1. You must rank all moot court programs to which you have applied.
2. Please note that as you submit applications, the system automatically ranks the most recently-submitted application as your lowest ranked program by default (assuming you already have other submitted applications which will be ranked higher). It is therefore important that you review your rankings of moot courts and make appropriate changes if necessary.
3. To rank moot courts, click the "Edit Rank" button next to "Submitted and Ranked Applications." Drag the moot courts to put them in your desired order. Click on "Save Ranking" to save your changes.

4. Your rankings will be automatically finalized and submitted when the ranking system closes on September 28th at 10 am.

Signing Up for Interviews:

1. Please note that some moot courts interview all applicants, some interview only some applicants, and some do not hold interviews. Many moot courts structure these interviews as oral arguments. If you receive an invitation to sign up for an interview, you will see a link to select a time slot for your interview below. Consult the instruction page of each moot court's application for information on specific interview procedures.
2. After submitting an application, you may receive an email from that moot court inviting you to sign up for an interview or oral argument. Once you receive this email, the name of that moot court will appear in the "Interview Sign-Up" section of the page.
3. To sign up for an interview, click on the "select date/time" link and select an available interview slot. If none of the slots work, please email the contact listed on that moot court's instruction page.
4. To change or cancel your interview time, click on the gear icon next to that moot court and select "Change" or "Cancel." Note that some moot courts lock interview time slots up to 24 hours before that time slot and will not allow changes or cancellations within that period. If you need to make a last-minute change, email the contact listed on that moot court's instruction page.