

HARVARD
LAW SCHOOL

UPPER-LEVEL AMES
MOOT COURT
COMPETITION

2023

QUALIFYING ROUND RULES

ADMINISTERED BY THE

BOARD OF STUDENT ADVISERS

VICE-PRESIDENT, AMES COMPETITIONS: RACHEL CHIU
CHAIR, UPPER-LEVEL AMES COMMITTEE: ALEX STEBBINS, WILLIAM TRETTIN
ADMINISTRATIVE COORDINATOR: KRISTEN CONKLIN

AMES MOOT COURT QUALIFYING ROUND COMPETITION RULES
HARVARD LAW SCHOOL
FALL 2023

The Upper-Level Ames Moot Court Competition (the “Competition”) takes place in three stages, each of which is organized and administered by the Board of Student Advisers. The first stage, the Qualifying Round, is governed by these Rules. The Qualifying Round consists of two phases. In the First Phase, all teams participating in the Qualifying Round must submit an appellant brief in accordance with these Rules. In the Second Phase, only those teams whose appellant briefs exceed a certain score will participate; these teams will be required to submit appellee briefs and participate in oral arguments in accordance with these Rules. These Rules also apply to the entire Competition to the extent that they establish conditions of participation in later stages.

Questions about the Qualifying Round should be conducted pursuant to Section I.A.8 and directed to Rachel Chiu, the Board of Student Advisers’ Vice President of Ames; and Alex Stebbins and William Trettin, co-Chairs of the Upper-Level Ames Committee (together, the “Chairs”) at the official email address for the Ames Qualifying Round: ameshls@gmail.com. The subject line of any Qualifying Round-related communication must include the team’s team number in the subject line. If the Ames email address is unresponsive for more than 24 hours, the Chairs may also be reached at their personal email addresses, listed in Section V.

I. GENERAL RULES

A. Team Members

1. Eligibility. Any current second-year law student in residence and academic good standing at Harvard Law School is eligible to participate in the Qualifying Round, including students admitted to the Law School with advanced standing as second-year students. Students may only join one team. Students in joint degree programs cannot participate in the Qualifying Round while not enrolled in Harvard Law School classes. These students are eligible only in the first year in which they are enrolled in Law School courses after their first year in law school. A student may participate in the Competition only once. If a student is completing a semester abroad, they are not a student in residence for the entire academic year.
2. Number. Each team participating in the Qualifying Round shall identify four (4) members on its registration form. If any team member resigns, the team may substitute a replacement in accordance with the team withdrawal and team member replacement policy set forth in Section I.C.1. The deadline for withdrawing from the Qualifying Round or replacing team members is noted on the Qualifying Round Schedule.

Teams that advance from the First Phase of the Qualifying Round to the Second Phase of the Qualifying Round will compete with the same, four-person roster in the Second Phase. The four teams that advance from the Second Phase to the Semi-Final Round will have the opportunity to add two more team members so as

to compete with a total of six (6) members. To be eligible to join a Semi-Final Round team, new team members must have submitted an appellant brief as part of the First Phase of Qualifying Round.

3. Registration. All teams must register online through this [link](https://forms.gle/mMHc9pgcmeTtWve97): <https://forms.gle/mMHc9pgcmeTtWve97>. Each team will be assigned an identification number. The deadline for registration is Thursday, September 14, 2023, by 12:00pm noon.
4. Replacement of Team Members. Before Thursday, September 28, 2023 at 12:00pm noon, a team may replace a member with another eligible second-year student. Such a replacement must be communicated promptly to the Chairs at AmesHLS@gmail.com, along with the general reason for the replacement. After the submission of Appellant briefs, no replacement will be permitted absent extraordinary circumstances (see Section I.C.1).
 - Any replacement team members shall be subject to the restrictions on outside assistance and research set forth in Section I.D. Any student who has participated in external consultation or has accessed materials that are considered “off limits” under Section I.D shall be ineligible to join any team.
5. Captains. Each team must designate one (1) of its members as the Team Captain. The Team Captain must give the Chairs a phone number and email address at which they may be reached. Like all communications regarding the Qualifying Round, this information should be submitted to the AmesHLS@gmail.com account. The Chairs will accept communications only from the Team Captain. This is to reduce email traffic and ensure timely responses in a competition that involves more than one hundred (100) second-year students each year, as well as to prevent miscommunication within teams.
6. Extraordinary Circumstances. The Chairs shall make the initial determination of whether a team has demonstrated extraordinary circumstances. If the Chairs decline a team’s request, that team may appeal to the full Ames Committee. The determination of the Ames Committee is final.
 - The Ames Committee consists of the Dean of Students; the Board of Student Advisers Vice President of Ames Competitions, Rachel Chiu, and the Board of Student Advisers co-Chairs of the Ames Moot Court Upper-Level Committee, Alex Stebbins and William Trettin (together with Rachel, the “Chairs”); the Administrative Coordinator of the Board of Student Advisers, Kristen Conklin (“the Administrative Coordinator”); and the Ames Moot Court Competition Qualifying Round Record Writer, Adam Hornstine (the “Record Writer”).
7. Internal Team Disputes. Neither the Board of Student Advisers, the Ames Committee, nor the Chairs will resolve internal disputes between team members.

8. Communication. All communication concerning either phase of the Qualifying Round must be submitted via e-mail by the team captain to the HLS Ames email account (amesHLS@gmail.com), unless an alternate means of communication has been specified by the Chairs. The subject line for any Qualifying Round-related e-mail must contain the team's assigned team number.

B. Team Responsibilities

1. Preparation of Briefs. Each team will write one (1) appellant brief during the First Phase of the Qualifying Round.

The sixteen teams who score highest in the First Phase will advance to the Second Phase, where they will write two (2) different appellee briefs in response to the appellant briefs submitted by two (2) other teams who have also advanced to the Second Phase.

2. Oral Arguments. Upon submission of the appellee briefs, each team will also receive two different appellee briefs, written in response to that team's appellant brief. Each team will then participate in four (4) oral arguments, two (2) as appellee and two (2) as appellant, against the teams whose briefs they have received. Each member of the team will participate in two (2) oral arguments. Members may participate in two appellee arguments, two appellant arguments, or one appellee argument and one appellant argument.

C. Team Organization and Expectations

1. Withdrawal of Teams or Members.

- Before Thursday, September 28, 2023 at 12:00pm noon, Team members may withdraw and teams may replace them in accordance with Section I.A.4 of these Rules before Thursday, September 28, 2023 at 12:00pm noon.
- An entire team may withdraw from the competition before the submission of the appellant brief by submitting notice of its decision by email.
- Any team that lacks four (4) members as of the distribution of the record shall be deemed withdrawn from the Competition.
- After the submission of Appellant briefs, replacement of team members or withdrawal of a team will be permitted only in extraordinary circumstances, as defined in Section I.A.6. Participants or teams who withdraw at any stage of the Competition will be barred from participating in any future rounds of the Competition.

(1) The Ames Moot Court Competition is a serious academic activity at Harvard Law School. Any participant or team

who resigns after the submission of Appellant briefs and absent extraordinary circumstances may be subject to penalties, including referral to the Harvard Law School Administrative Board. If a team member leaves the Competition under such circumstances, their team will compete in the Second Phase of Qualifying Round with only three (3) members.

- (a) In such event, the team will participate in the normal number of oral arguments, either with two of the remaining members of the team arguing three times each or with one member arguing four times. If a team with only three (3) members progresses to the Semi-Final Round, such team shall be entitled to add three (3) new team members at that stage. A team may not compete with fewer than three (3) members.
- (b) Participants considering withdrawal due to extraordinary circumstances after the submission of Appellant Briefs are encouraged to contact the Chairs directly to discuss their situation before the time of withdrawal.

- **Competitors may not switch teams at any point in the Qualifying Round.** Once a competitor registers for the Qualifying Round with a particular team, they must complete the Qualifying Round with that team or withdraw from the competition entirely.

2. Failure to Appear at Oral Arguments. This provision applies to teams that advance to the Second Phase of the Qualifying Round.

Oral Arguments are the culminating experience of the Qualifying Round Competition, and they are made possible only by the generosity and efforts of dozens of people: judges and practitioners who donate their time by traveling to campus to judge; administrators and peers who organize the competition; and other teams of second-years who cannot be scored accurately unless their opponents appear. If any individual fails to appear at their scheduled oral argument, they may be referred to the Administrative Board and disqualified from the Semi-Final and Final Rounds of the Competition. In addition, the BSA may not certify that the individual has completed the prerequisites for receiving Written Work Requirement credit for their Qualifying Round brief.

If any pair does not appear for an oral argument, their entire team will be disqualified from the Semi-Final and Final Rounds of the Competition. Under certain circumstances, to be determined by the Chairs, such team may also be referred to the Administrative Board. For the avoidance of doubt, such team must still appear and participate in any remaining scheduled oral arguments.

In consultation with the Dean of Students, the Chairs will address situations of true emergency on a case-by-case basis.

3. Good-Faith Effort. Every participant is required to make a good-faith effort in the preparation of briefs and participation in oral arguments. The BSA will refuse to certify that a participant's brief satisfies the prerequisites for receiving Written Work Requirement credit if the Chairs conclude that the participant has failed to demonstrate such a good-faith effort at either stage of the competition.

D. Outside Assistance and Research

1. Outside Assistance. No team member may consult with or receive help of any kind from any person, other than their teammates, with respect to any aspect of the Qualifying Round. This includes librarians and professors, at HLS and elsewhere, any individual that a team intends to add or is considering adding to the team if it advances to the Semi-Final Round, and any individual who participated in a previous Competition. Any team that violates this rule will be disqualified from the entire Competition, and the individuals involved may be referred to the Administrative Board for academic dishonesty.
2. Subject Matter. Team members may not consult or collaborate with any person, other than their teammates, or with any organization regarding the subject matter(s) of the Record, or substantially similar subject matter.
 - If a team member has made prior commitments (including agreements with summer employers or professors) that would require such consultation or collaboration, they must free themselves from such commitments. In extraordinary circumstances, team members may resign from their teams instead of relinquishing their commitment, in consultation with the Chairs.
 - If a team member has any doubt about whether a particular collaboration is permissible, they can contact the Chairs. Decisions of the Chairs can be appealed to the full Ames Committee. Decisions of the Ames Committee shall be final.
3. Other Proceedings. Team members may not attend, either in person or through a representative, any court proceedings regarding the subject matter(s) of the Record, or any substantially similar subject matter, unless those proceedings are recorded and made generally available for free (including through LEXIS, Westlaw, and similar services). Team members also may not listen to or watch oral or video recordings of past proceedings that are not free and publicly available online (including through LEXIS, Westlaw, and similar services).
4. "Off-Limits" Materials.

- The following materials are off-limits during the Fall 2023 Ames Moot Court Qualifying Round Competition, and no team member may cite or consult them:
 - (1) Materials that are not free and readily available online (including through Westlaw, LEXIS, or similar sites) or through the Harvard library system and that address the issues raised in the Qualifying Round case.
 - (2) This includes any and all law review articles, bar journal articles, or similar publications that analyze the issues raised in this case and which are not yet publicly available through publication either in print, on LEXIS or Westlaw, or on the Internet. This may also include course material or speaker events related to the topic of the assigned problem.
 - (3) Likewise, any relevant materials that team members have access to only through their summer employment, clinical work, or other personal involvement may not be consulted unless such materials are publicly available through publication either in print, on LEXIS or Westlaw, or on the Internet.
 - Any team that is unsure about whether material is considered “readily available” should contact the Chairs before accessing the materials. Any team member’s failure to comply with these rules may lead to disqualification for the entire team as well as academic sanction.
 - Materials accessible with HLS Bloomberg Law accounts, including paid docket, are considered readily available and are not off-limits.
 - Teams may use briefs or oral arguments from actual practice or moot courts if, and only if, those materials are readily available online (including through Westlaw, LEXIS, or similar sites). Participants should be particularly careful to properly cite such materials for any quotations or ideas they use.
 - Any class materials not easily accessible to the general public are off-limits. Team members may not consult with instructors or teaching assistants on the issues involved.
5. Effective Dates. Rules 1–4 of section I.D. become effective at the date of the distribution of the Qualifying Round Record and remain in effect until the date and time that the Qualifying Round oral argument is completed or the date the individual is knocked out of the competition, whichever is earlier. These provisions shall apply retroactively to any replacement team members added pursuant to Section I.A.4, and any student who has participated in collaboration or accessed

materials that would violate Rules 1-4 of Section I.D shall be ineligible to join a team.

E. Changes to and Clarifications of the Record or Rules

1. Questions on the Rules. Teams must submit any questions regarding the Rules to the Chairs by the deadline stated in the Qualifying Round Schedule. Questions submitted after the deadline may not be answered.
 - The Chairs have the exclusive authority to answer questions regarding the Rules. With respect to each submitted question regarding the Rules, the Chairs have the discretion to answer or refuse to answer.
 - Answers will be provided in the form of one document that contains every question that was asked about the Rules by any team, and every answer that was given. If the Chairs exercise their discretion to answer any questions after the deadline, these answers will be shared with all team captains via email.
 - Only the designated Team Captain may submit questions. All questions should be submitted via the following google form: <https://forms.gle/4FdYfSEoNYtjw3odA>
2. Questions on the Record. Team Captains must submit any questions regarding the Record by the deadline stated in the Qualifying Round Schedule. Questions submitted after the deadline will not be answered.
 - Questions should be submitted to the Chairs, who will collect answers from the Record Writer and return the given answers to the Team Captains. The Chairs do not have authority to answer substantive questions about the Record.
 - Answers will be provided in the form of one document that contains every question that was asked about the Record by any team, and every answer that was given. The Record Writer has discretion to answer or refuse to answer any question.
 - Only the designated Team Captain may submit questions. All questions should be submitted via the following google form: <https://forms.gle/UwBECbxoR5mQoFYr9>
3. Changes to the Record. If the Record Writer chooses to amend the Record, teams will be given notice of the amended Record and will receive a revised copy via email to the Team Captain. Judges will receive the revised Record with no indication that it has been amended.

II. BRIEFS

A. Format

Briefs shall conform to the following format:

1. Length. Each brief shall contain a maximum of 4,500 words, excluding: (1) the cover page, (2) the table of contents, (3) the list of authorities, (4) the questions presented, (5) the statement of jurisdiction, (6) headings identifying a required section of the brief (e.g., “Statement of Facts”), and (7) any appendix consisting of a verbatim reproduction of constitutional, statutory, and/or regulatory provisions. At their discretion, the Chairs may assess against the word limit any material found within one of the above excluded sections that the judges conclude is not appropriate material for that section.
2. Footnotes, Headings, Etc. Participants may choose to use footnotes, headings, and/or subheadings as long as their use is consistent with the Bluebook’s rules for legal briefs. Footnotes, headings, subheadings and all other words found within the body of the brief, including the signature block, count toward the word limit.
3. Components. Both appellant and appellee briefs must contain, in the following order:
 - A cover page, consistent with Section II.A.4.
 - Questions presented for review. The questions shall be set out on the first page following the cover, and no other information may appear on that page.
 - A table of contents and a table of cited authorities. If the brief contains an appendix, the table of contents should include the items contained in the appendix.
 - A concise statement of the basis for jurisdiction in this Court.
 - A concise statement of facts, with appropriate references to the joint appendix or to the record.
 - A summary of the argument, suitably paragraphed. The summary should be a clear and concise condensation of the argument made in the body of the brief; mere repetition of the headings under which the argument is arranged is not sufficient.
 - The argument, exhibiting clearly the points of fact and of law presented and citing the authorities and statutes relied on.
 - A conclusion specifying with particularity the relief the party seeks.
 - Signature of counsel

(1) Note: For both appellant and appellee briefs, in place of a signature, the team should include their team number and pair

letter to ensure confidentiality. Student names should not appear anywhere or in any form on either the appellant or appellee briefs.

- To the extent that the case substantially involves the application or interpretation of a statutory or constitutional provision, each team shall reproduce the relevant provision in its brief or provide an appendix including a reproduction of such provision.
4. Covers. Cover pages must satisfy the following requirements:
- Covers for appellants' briefs must be light blue. Covers for appellees' briefs must be light red.
 - The brief shall bear on its cover all of the following, in the order indicated, from the top of the page:
 - (1) The docket number of the case
 - (2) The name of the court
 - (3) The caption of the case, including the parties' names and designations (i.e. appellant/appellee)
 - (4) The title of the document (e.g., "Brief for Appellee");
 - (5) The team number (followed by "A" or "B" to designate the pair as appellant (A) or appellee (B), respectively). **Student names should not appear anywhere on the brief.**
 - (6) The date, time, and location of oral argument. If location information is still to be determined, it is acceptable to use "TBD."
5. Citations. Citations should follow the guidelines set forth in the most recent edition of *The Bluebook*. Parallel citations are **not** required. In the event that a brief cites materials that can be found only on the Westlaw and/or LEXIS services, the citation shall include a reference to at least one of the services where the material can be found.
6. Margins. The margins for all pages, other than the cover page, shall be set at 1 inch on the top and bottom margins, and 1.5 inches on the left and right margins.
7. Typeface. Teams may use any legible typeface they choose at the Qualifying Round stage.

B. Applicable Laws

1. State of Ames. In the event that a case is set in the State of Ames, the State of Ames shall be considered a 51st state of the United States. In the event that a case is heard by the Court of Appeals for the Ames Circuit, the Circuit shall be

considered a federal, regional appellate circuit of the United States that embraces the State of Ames. All federal circuits are persuasive, not authoritative, for the Ames Circuit.

2. Procedural Rules. In addition to the Ames statutes set out in the record, and except as otherwise provided, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Federal Rules of Appellate Procedure shall be in force in the courts of Ames.

C. Submission

1. Electronic Submission. In addition to the physical copies specified in Section II.C.4, each team must submit two electronic versions of each brief: a Microsoft Word-formatted brief and a PDF. Electronic submission must be made by emailing the Chairs at AmesHLS@gmail.com. The BSA will use the electronic version to, among other things, verify that the briefs comply with the word count limits set forth in Section II.A.1. The Chairs may also email briefs to the judges and to the opposing teams in the Second Phase of the Qualifying Round.
2. File Names. Electronic copies of briefs must follow the following naming convention:
 - For appellant briefs: [Your Team#A]_QR2023
 - For appellee briefs: [Your Team#B]_[Appellant Team's #A]_QR2023

(1) For example, if you are Team 1 writing an appellee brief in response to Team 30's appellant brief, your file name for the appellee brief would be: 1B_30A _QR2023.docx.
3. Physical Submission. Teams must also submit the requisite number of physical copies of their briefs via the designated drop box in the BSA office, WCC 2051.
 - The Chairs will report any team that submits electronic versions that do not conform to the hard copies of its briefs to the Administrative Board. The Chairs may also disqualify any team submitting non-conforming electronic versions from the Competition or impose any other penalty that the Chairs find appropriate.
4. Number of Briefs. Each team shall submit the following number of physical copies of their briefs. These will be distributed to graders and judges, and the Board of Student Advisers will retain one copy.
 - a) All participating teams must submit a set number of copies of their appellant briefs to be determined by the Chairs and announced to the Team Captains via email;

- b) Teams that advance to the Second Phase of the Qualifying Round must submit six (6) copies of the first appellee brief and six (6) copies of their second appellee brief.
5. Deadlines. Teams must submit each brief, both electronically and in-person, before **1:00pm** on the submission dates provided in the Qualifying Round Schedule. This Office will be open during the times that briefs are to be filed. Late briefs will be subject to the penalties set out in Section V. The Team Captain of any team filing a late brief shall contact the Chairs to arrange a time for submission of the briefs.

D. Distribution of Briefs

1. Distribution of Opposing Counsels' Briefs. Teams advancing to the Second Phase of the Qualifying Round will receive copies of their opposing counsels' appellant briefs via an email to the Team Captain by the date and time specified on the Qualifying Round Schedule.
2. All submitted briefs become the property of the Board of Student Advisers. The Board may, at its discretion, use the Qualifying Round briefs for its own purposes, including as anonymous sample briefs that may be read by other participants.

E. Writing Credit

1. Two Qualifying Round briefs (both appellant and appellee), including for teams who do not advance to the second stage but who elect to still complete an appellee brief solely for credit and not as a part of the competition, may be used to help satisfy the Harvard Law School written work requirement as determined by the Registrar's office. For more information about using the briefs in this capacity, please visit: [J.D. Written Work Requirement FAQ - Harvard Law School](#) or contact the Registrar's office.

III. ORAL ARGUMENT

A. Length

Each side will be allocated thirty-five (35) minutes for oral argument. Appellants may reserve up to five (5) minutes of this time for rebuttal. No oralist may speak for more than twenty (20) minutes. During its introduction, Appellant must indicate how much time they wish to reserve for rebuttal, if any, and which oralist will give the rebuttal.

B. Citation

Participants may cite and discuss at oral argument any case or publication which was cited in the record or in the briefs prepared by either team. Participants may not cite or discuss cases that were not cited in the record or in the briefs, unless

such case is common knowledge (i.e. *Erie, Chevron, Brown v. Board of Education*) or is part of the prior or subsequent history of a case that is cited in the record or briefs.

C. Accommodations

Should a team member need an accommodation during oral arguments, the Chairs will work with the Dean of Students to provide one. At their preference, students may email DOS and/or the Chairs, but should do so as early in the competition as possible.

D. Judging Panels

Judging panels shall primarily be made up of law school faculty members, practicing attorneys, and third-year members of the Board of Student Advisers, but the Chairs reserve the right to place any qualified individuals on the judging panels at the Chairs' discretion. Changes to judging panels can be made by the Chairs at any time prior to the arguments.

E. Argument Attendance

Only the judges and the participants may attend oral arguments. Guests are not permitted to attend oral arguments, nor may teammates attend arguments other than the ones they are participating in. If a team member misses an oral argument, they will be subject to the procedures articulated in Section I.C.2.

IV. ADVANCING TO THE SEMI-FINAL ROUND

A. Team Scoring

1. Overall Score. A team's Overall Score is the sum of the team's Brief Scores and Oral Advocacy Score, for a total of 300 available points.
2. Penalties. Penalties assessed against a team shall be subtracted from the team's Overall Score.

B. Brief Scores and Oral Advocacy Score

1. Scores for Appellant Briefs. Each team's appellant brief will be scored on a scale of 0–100 by a team of students on the Board of Student Advisers. Scoring for appellant briefs will be done anonymously. The Chairs will average all judges' brief scores to determine each team's Appellant Brief Score.
2. Scores for Appellee Briefs. Each team's pair of appellee briefs will collectively be graded on a scale of 0–100 by a team of students on the Board of Student Advisers. Scoring for the appellee briefs will be done anonymously, prior to oral argument. The Chairs will average all judges' brief scores to determine each team's Appellee Brief Score.

3. Scores for Oral Advocacy. For each argument, each presiding judge will score each oralist on a scale of 0-100. The Chairs will remove the highest and lowest scores for each oralist, and then average all judges' scores with a maximum score of 100 points.
4. Scoring Guidelines. The Chairs may choose to distribute to presiding judges guidelines regarding the scoring of briefs and arguments. Copies of the scoring guidelines for each type of brief will be distributed to the teams along with the case Record.
5. Complaints about Scores. Scoring decisions are committed to the discretion of each judge. The scores, as calculated and verified by the Chairs, are final.
6. Scoring in Case of Absence. If a team or pair fails to appear for oral argument, the Chairs may choose either to require the appearing team or pair to argue without opposing counsel for a score, or may reschedule the argument at a different date and time. The team of any pair that does not appear for oral argument will be disqualified from the Semi-Final and Final Rounds of the Competition, but must appear to participate in any remaining oral arguments, including rescheduled arguments.

C. Selection of Advancing Teams

1. Number. The four (4) teams with the highest Overall Scores will advance to the Semi-Final Round.
2. Ties. In the case of a tie, the following tiebreakers will be used, in order, to determine which team(s) will advance:
 - Highest combined Appellant and Appellee Brief Scores.
 - Highest Appellant Brief Score.
 - Highest Appellee Brief Score, excluding the teams' highest and lowest individual judge scores.

If a tie remains after each tiebreaker, the Chairs will select a panel of no less than two (2) HLS faculty members, depending on the substance of the problem, to select which of the tying teams will advance to the Semi-Final Round. That decision will be based solely on the briefs.

3. Effect of Qualifying Round Scores on Semi-Final Round Assignments. Advancing teams will be assigned to Semi-Final arguments in a seeded manner based on their aggregate scores.

D. Distribution of Team Scores

Scores will be distributed to Team Captains by email after all scoring for both phases of the Qualifying Round has been completed. Team Captains are responsible for distributing the scores to other team members. At the Chairs'

discretion, scores may also be distributed electronically to individual team members.

V. PENALTIES

A. Cover Page Information

Where a team has made errors on the cover page of its brief(s), the Board of Student Advisers graders will take these errors into account pursuant to the scoring guidelines.

B. Late Briefs

Any team submitting its briefs after the deadline set out in the Qualifying Round Schedule but within thirty (30) minutes of the deadline will be penalized twenty (20) points. Any team submitting its briefs thirty-one to sixty (31–60) minutes after the deadline will be penalized an additional ten (10) points, for a total of thirty (30) points. Any team submitting its briefs more than sixty (60) minutes after the deadline will be penalized an additional twenty (20) points, for a total of fifty (50) points, and will need to contact the Chairs to arrange a suitable time for submission. Any team that does not submit its briefs within twenty-four (24) hours of the deadline shall be disqualified from the Qualifying Round. The Chairs may choose to require any such team to appear at and participate in its scheduled oral arguments.

In consultation with the Dean of Students, the Chairs will address situations of true emergency on a case-by-case basis. Under **absolutely no circumstances** will the Chairs make any exceptions to this late penalty policy for technological or electronic difficulties of any kind, including but not limited to computer problems, printing problems, and/or electrical outages on or off campus.

C. Excessive Length

Teams turning in briefs in excess of the word count limits set out in Section II.A.1 will be penalized twenty (20) points for the first one to fifty (1–50) words over the word count limit. Teams that are fifty (50) words or more over the word count limit will be disqualified.

D. Outside Assistance

Any team violating the research and outside assistance rules in Section I.D may be disqualified. The Chairs will investigate any such occurrence after giving the suspected team an opportunity to comment. In lieu of disqualification, the Chairs, at their discretion, may otherwise penalize a team for violation of the outside assistance rules.

E. Formatting or Citation Errors

Where a team has made formatting or citation errors in its brief(s), the Board of Student Advisers graders will take these errors into account pursuant to the scoring guidelines.

F. Discretionary Penalties

Where no specific penalty is provided for a Rules violation, the Chairs, at their discretion, may determine and impose appropriate penalties. Any academic dishonesty may be referred to the Administrative Board.

VI. ADMINISTRATIVE MATTERS

A. The Board of Student Advisers Office

The Board of Student Advisers Office will not be available for use by any team or individual team member for meetings, research, photocopying, internet access, brief preparation, oral argument preparation, or other activities related to the Qualifying Round Competition.

B. Contact information

All communications concerning the Competition, except where otherwise noted in the Rules, must be submitted via email to the Chairs at ameshls@gmail.com. If this email address is unresponsive for more than 24 hours, the Chairs may also be reached at their personal email addresses, below.

Official Ames email address

- E: ameshls@gmail.com

Racehl Chiu, Vice President of Ames

- P: (415) 244-7766
- E: rchiu@jd24.law.harvard.edu

Alex Stebbins, Co-Chair of the Upper-Level Ames Committee

- P: (646) 864-8899
- E: astebbins@jd24.law.harvard.edu

William Trettin, Co-Chair of the Upper-Level Ames Committee

- P: (641) 781-1694
- E: wtrettin@jd24.law.harvard.edu

Kristen Conklin, Administrative Coordinator, Board of Student Advisers

- P: (617) 384-2858
- E: kconklin@law.harvard.edu

Dean of Students

- P: 617-495-1880
- E: dos@law.harvard.edu