

GUIDELINES FOR MOOTING

Students are directed to follow the following guidelines for written submission of their memorial. The written submission of a memorial shall contain the following things. The facts have to be arranged in the following manner. They are:

1. Cover page

The cover page of each written submission of Memorial must have the following information:

- a. The name of the forum before which the proceedings are being conducted;
- b. The name of the case;
- c. The Title of the Memorial (“Memorial submitted on behalf of the Plaintiff or Petitioner or Appellant” or “Memorial submitted on behalf of the Defendant or Respondent or Respondent”).
- d. The cover pages must be Blue for Plaintiff or Petitioner or Appellant and Red for Defendant or Respondent or Respondent.

2. Table of contents

It shall contain a list of chapters that are included in the memorial. You may also mention page numbers of chapters. The argument is the most complex part of the brief. Therefore, the headings and subheadings used within the argument section should also be listed in the Table of Contents with the corresponding page number.

3. Index of authorities

All the materials which support your argument have to be added. The authorities of Supreme Court and High Courts, foreign judgments, statutes, and parliamentary debates are mentioned under the index of authorities. Sources refer through articles, text books, journals, and websites are also mentioned.

4. List of abbreviations

It should contain all the abbreviations used in your memorial. Each abbreviation should contain the full meaning and in the whole memorial the same abbreviation should be followed.

5. Statement of jurisdiction

Jurisdiction is the most important part of memorial. The jurisdiction of the court should be clearly mentioned with the reason. Finding the proper jurisdiction is very important.

6. Statement of facts/ Synopsis of facts

These statements of facts/ synopsis of facts generally convinces the court about your client's position and its point of view. Hence a brief summary of facts have to be written clearly in the beginning of the memorial but generally it should not be more than two pages.

7. Statement of issues

This is a short introductory statement of the legal issues or points of law involved in the case. It tells the judges precisely what legal issues the speaker wants the court to decide. These statements should be phrased to help one to argue for a particular conclusion rather than simply against the other side. These issues are stated in question form and should be phrased in such a way that it showed on its favour side. These issues are very short and not lengthy so as to make an individual understand the very essence of it. They are not more than one sentence. The sentence should start with 'Whether' and end up with the 'Question mark'.

8. Summary of arguments

This is a brief summary of arguments based on the issues raised. It is a short introduction of issues mentioned in your memorial and each argument should not be more than one paragraph. It only shows what you are arguing for in brief.

9. Arguments advanced

Every part of the argument must be supported by legal authority. Arguments should be well-organised and convincing. Arguments should address legal precedent and policy issues. Each part of the argument first addresses the issues supporting one's own case. Then, address contentions anticipated to be brought up by the opposing party. The argument should be written in forceful, active, positive language. It is best to avoid the passive tense. Headings and subheadings are used to help in clearly organising the arguments. The same structure of headings and subheadings should be summarised in the Table of Contents. The idea is to do everything in terms of both form and substance.

10. Prayer

It is the relief claimed by the parties which should be clearly mentioned. More than one relief can be claimed in one cause of action. Following the prayer signature of the counsel must be stated. This acts as the ending of the Memorial. This clearly declares what an individual, be it a petitioner or the defendant actually wants from the Court in their favour.