Mooting Cheatsheet: Written Submissions

Written submissions are an explanation of a team’s arguments, which notify opponents and judges what arguments will be made.

Do’s

1. **Set out your arguments systematically with numbered submission points.** Your written submissions should be a series of arguments which address the appeal grounds.

2. **Keep your written submissions concise.** Focus on the most important elements of your argument only. You should use your oral submissions to expand on the nuances of your issue. **Use the IRAC structure in your arguments.** This process involves discussing:
   a. The relevant *issue* you are addressing.
   b. The legal *rule* you are citing.
   c. The *application* of that rule to the circumstances of the current case.
   d. The *conclusion* this entails for the outcome of the case.

3. **Cite every case you reference.** Use footnotes and always comply with AGLC4.

4. **Use pinpoint references.** Identify the page and/or paragraph of an excerpt you cite as well as the judge who authored it. For legislation note the specific section.

5. **Use headings and subheadings.** For example, use a new subheading to identify each element of a legal test. This makes it easier for the judges to follow your argument.

Don'ts

1. **Write your written submissions as a script for your oral submissions.** It should only contain the outline of your argument.

2. **Reference too many cases for the same point.** Avoid redundancy by citing only the best few (most senior or commonly cited) authorities for a proposition, rather than too many cases for the same point.