

**THE JUDGE JANET BOND ARTERTON
AMERICAN INN OF COURT**

Founded 2015

Hartford/New Haven, Connecticut

**PROGRAM STRUCTURE AND
DEVELOPMENT GUIDE
2015-2016**



I. PURPOSE OF PUPILLAGE GROUPS AND MONTHLY PROGRAMS

The mission of the Judge Janet Bond Arterton American Inn of Court is to promote excellence in professionalism, ethics, civility, and legal skills for judges, lawyers, academicians, and students of law and to advance the education of the members of the Inn, the members of the bench and bar and the public in the field of intellectual property law.

One way for the Arterton Inn to further this mission is to craft and present quality programs that address timely issues in fun and instructive formats for the enjoyment and edification of the entire membership. During our annual sessions, which begin in September and end the following May, we meet as a group at least six times.

The core of the Arterton Inn and the focus of our meetings are the six pupillage groups that are responsible for presenting one program each during our meetings. The planning and presentation of the programs require the involvement of every member in each of the pupillage groups, who must plan, prepare, and perform the programs.

At the meetings where the programs are performed, we encourage participation and input from audience members, who speak about their experiences and thoughts concerning the topic at issue. This interaction helps build cohesion and lasting relationships, while promoting civility, professionalism and ethical behavior.

II. STRUCTURE OF PUPILLAGE GROUPS

Each pupillage group consists of three sections: (1) the team leaders, (2) the “Benchers” and “Barristers,” and (3) law students.

The team leaders are experienced attorneys, who have demonstrated their commitment to the Arterton Inn by their active and ongoing participation in the Inn’s mission. Team leaders are responsible for guiding the development and performance of each program.

Benchers include judges, attorneys, and law professors who have at least 15 years of legal experience after admission to the Bar. Barristers, in the Arterton Inn, are attorneys who do not qualify as Benchers.

A. TEAM LEADERS

Thank you for committing to the role of Team Leader. Team Leaders play an integral part in furthering the mission and getting the Arterton Inn on the national radar. As a team leader, you should be prepared to perform the following, non-exhaustive list of tasks:

- **FACILITATE PRESENTATION TOPIC SELECTION** – involve the entire team, after all, you will be relying on them to make the presentation successful.
- **TEAM BUILD** – teams work best together when the leader fosters interaction among team members with regular interaction outside of the monthly meetings.
- **DELEGATE** – the team leader does not have to “do it all.”
- **ENCOURAGE CREATIVITY** – lawyers have many talents aside from their legal abilities; utilize the individual talents/resources of your team members.
- **MONITOR ATTENDANCE** – every month, provide a list of the members who will be attending, members who will not be attending, anticipated guests, and names of substitutes.
- **ENCOURAGE FUTURE LEADERS** – seek out other Inn members for future leadership roles within the Inn.
- **MENTORING** – either personally as team leader to a team member, or pairing team members.
- **TIMELY SUBMISSION OF PROGRAM** – team leaders should complete and submit a description and working title of their program to the Executive Committee within 30 days of the team’s presentation.

III. STRUCTURE OF PROGRAMS

The meeting starts at 6:00 p.m., usually with refreshments, a brief description of Inn business and followed by the program.

Each pupillage group is responsible for presenting a program that explores important and timely legal issues, emphasizing civility, collegiality, professionalism, ethics and advocacy skills (or the lack thereof). In addition, the program must qualify for Continuing Legal Education (CLE) credits by presenting an issue that educates the audience. CLE forms and sign-up sheets are provided at the meetings.

2015-2016 PROGRAM TOPICS AND TEAM LEADERS

- **Markman Hearing**
Nuala Droney
- **Inter Partes Review**
Jonathan Harris
- **Summary Judgment - Trademark Infringement**
Susan Stearns
- **Trade Secret Theft - Preliminary Injunction**
Beth Alquist
- **IP Jeopardy**
Bas Nabulsi
- **Expert Deposition**
Jeremy Lowe

Each team is free to select one of the proposed programs, select another program from the another Inn's Program Library, or create an entirely new program. Whatever you chose, have fun and be creative.

Many people drawn to the legal profession enjoy drama and good storytelling, as well as competition. As a result, at the last meeting of the 2015-2016 session, we will present "Golden Gavel Awards" for several categories, including best acting, writing, and program. We believe that these awards will encourage ever stronger programs.

IV. DEVELOPMENT OF PROGRAMS

The membership of each pupillage group is announced and distributed before our first meeting of the year. Once pupillage groups are announced, members should then schedule various planning sessions and meetings. The planning sessions and meetings of the pupillage groups are critical. Such meetings not only help prepare the program but they also bring together a diverse group of legal practitioners to bond and get to know each other while exploring ethical and legal conundrums.

We encourage each pupillage group to begin preparations and script writing for their program at a reasonable time- **meaning at least four weeks before the meeting at**

which they will present, but hopefully six weeks or more. A suggested schedule is also provided below.

The pupillage groups generally meet, as a full group, at least two or three times before their program is presented, so that they can make assignments, review (and perhaps revise) the script, rehearse, and coordinate the production. Subgroups may meet separately from the full pupillage group and could be responsible for different sections of the program.

By the time of the performance, the people presenting the program should be familiar with the script, the underlying legal issues, and their roles in the production. We do not require people to memorize lines, but are impressed whenever someone does so.

We hope that by creating, writing, and performing a program that explores an important intellectual property issue, our members will further appreciate the importance of civil and ethical behavior in the legal profession, while building good relationships with the judges, attorneys, and law students in their pupillage group. It is important to us that each person in the group becomes involved in the program and plays a role in bringing the production to life.

V. SUGGESTED PLANNING SCHEDULE

6 weeks before pupillage team presentation

- Contact members about 1.5 months before presentation meeting.
- Contact any co-leaders to discuss the topics/cases you want to cover.
- Start thinking of a scenario/fact pattern for your topics.
- Ask pupillage group members to put the date of the presentation meeting on their calendars and ask them to reserve at least an hour before 6:00 pm on the day of the group's meeting, to rehearse the program.

4 weeks before pupillage team presentation

At the meeting the month before the presentation, meet with your group after the regular meeting.

- Create acts, if applicable.
- Select major issues for your topic area.
- Develop a scenario outline - e.g., Section or "Act" 1, 2, and 3, etc.
- Break your group into 2 to 3 subgroups each assigned to an act. Each subgroup is comprised of at least 2 to 4 people (ideally, with a co-leader in each group).
- If practical, try to make each act independent. This will allow the subgroups to work independently and reduces or eliminates the trouble of scheduling large conference calls and juggling schedules.

Case summaries - law students

Where appropriate, a good task for law students is to ask them to write summaries of the key cases. The summaries can be used as a hand out for the inn meetings. Also, the law students can present the case summaries during the inn meeting.

3 weeks before pupillage team presentation

- If needed, have each subgroup have a conference call.

2 weeks before pupillage team presentation

- If needed, have each subgroup have a conference call.

1 week before pupillage team presentation

- Have a phone conference and talk through all acts.
- Develop any handout or slides for the meeting.
- E-mail handouts to the Program Chair so that the handouts can be kept for our required CLE records.

Day of pupillage team presentation

- Plan to meet at or before 5:00 pm at the host facility, to rehearse the presentation.

VI. OTHER PROGRAM REQUIREMENTS

The team leaders of each pupillage group are required to identify program topics at the beginning of the season and provide a description and working title of their program to the Executive Committee within 30 days of the team's presentation. Although the final program may differ from the initial title and description, we hope that the team leaders' initial choice provides each group with ideas and inspiration for an outstanding program.

In addition, the team leaders are required to send a more complete description of the program to members of the Executive Committee approximately one week before the meeting, to make sure it qualifies for CLE credits, to ascertain whether any special arrangements need to be made (i.e., for video or audio equipment), and to provide copies of any materials that need to be distributed in advance.

A notice concerning the details of each meeting is sent to the members five to six days before each meeting. In addition, the Arterton Inn website provides information about the date, time, location, and program description for each meeting.

VII. RESOURCES

Each team is encouraged to peruse and utilize materials on the American Inns of Court Website for reference and even as the basis for a presentation, adapting as required to illustrate particular nuances of Connecticut laws when programs from other states are used.

To access these materials:

- Visit <http://www.innsofcourt.org> and login.
- Click on “Store” in the right column.
- Enter search appropriate to your presentation topic.
- A list of program materials will appear.
- Select the programs that you wish to obtain – many are free and immediately available for download, others must be purchased for a nominal fee and will be shipped to you.

Annually, the American Inns of Court publishes the “Program Library Catalog Supplement: Your Guide to Great Programs.” It’s available on the website. The Guide provides a quick reference of recent programs, broken down by award winners and by category. The Guide provides instructions to easily retrieve any program from the Program Library.