Instructions for the School Registration Process

STAC School Registration Policies

Each school may enter up to two teams, each team consisting of four law students. A second team will not be officially registered until mid-November, once each law school has entered one team to the mock trial competition. Then second team registrations will be accepted on a first-come, first-served basis until all the team slots are filled. Remaining second teams will be placed on a waiting list. If spots open due to teams dropping out of the competition, those spots will be offered to the waitlisted teams on a first-come, first-served basis.

Each school registration is recorded with the submission completion date and time. This timestamp will be used to determine which schools will be awarded a second team. If a school registers two teams and only one team is offered a place in the competition, they will receive a refund for the second team after the completion of the competition.

Online Registration for STAC 2020

Below are screenshots and instructions for this year’s 2020 STAC School Registration process. All schools must register and pay for their team(s) online by Friday, November 15. For further assistance with this process, please call AAJ Education at (800) 622-1791, or email STAC@justice.org

To avoid duplicate registrations, please have payment information prepared before beginning this process. Do not start registration if you cannot provide payment information at this time.

When you click on the link to start the school registration process, www.justice.org/STACschoolregistration, you will be prompted to log-in with your AAJ username and password. This screen will appear:

If you do not have a login, you must create a record at this time. Please click the ‘Join’ button in the top right corner. This does not require you to join AAJ, but simply logs your contact information in our system and gives you access to our site.
Creating a Record on Justice.org

The easiest way to create a record online is by entering your email address when prompted and selecting ‘next’.

Be advised, that it is highly likely that a record exists in our system due to processing past STAC payments; in which case, you will need to retrieve your username and password.

For assistance retrieving this information, please call AAJ Membership at (800) 424-2725, extension 8611, or via email STAC@justice.org.

You will then be prompted to provide basic contact information. Please enter whatever email address and phone number will be best for competition updates, registration issues, and other STAC-related communication.

**AFTER THIS STEP YOU ARE LOGGED INTO THE WEBSITE, AND YOU DO NOT NEED TO ENTER MEMBERSHIP TYPE OR PAYMENT INFORMATION.**

Again, once you see the screen below, you are logged in and have created a record. You will note at the top of your screen, a green note appears that reads, “Your account has successfully been created, and you have been automatically logged in.” You do NOT need to continue further with the Join AAJ process.
Registering a School for STAC 2020

Once you are logged in, please enter www.justice.org/STACschoolregistration into the browser to complete the school registration process. This screen will appear:

**2020 AAJ STUDENT TRIAL ADVOCACY COMPETITION REGISTRATION FORM: STEP 1**

Enter your University or Law School name to pull up your school contact information.

<table>
<thead>
<tr>
<th>Law School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn Law School</td>
</tr>
<tr>
<td>Oak Brook School of Law</td>
</tr>
<tr>
<td>Oklahoma City University School of Law</td>
</tr>
<tr>
<td>University of Tokyo</td>
</tr>
<tr>
<td>University of Oklahoma College of Law</td>
</tr>
</tbody>
</table>

Begin typing your school name **SLOWLY**. The system will locate your school, you can select it from the dropdown that appears, and then hit NEXT. Disregard the number that appears next to the school name—this is a number assigned by our database and does not mean anything about your school’s participation in the competition.

On the next page, you will see your email address and an address for the school. If something does not look correct, please contact AAJ’s Membership Department at (202) 965-3500, ext. 8611 or email membership@justice.org to update your record. Then, hit NEXT.

**2020 AAJ STUDENT TRIAL ADVOCACY COMPETITION REGISTRATION FORM: STEP 2**

Verify school information listed below. As a reminder, this address is for internal billing purposes.

All future correspondence will be sent to the address associated with your AAJ Membership. Please contact AAJ’s Membership Department at (202) 965-3500 or via email at membership@justice.org to update your record today.

**Name:** Karl Barrett
**Email:** 
**School Name:** University of Tokyo
**Address:** 7-1-1 Hongo
Bunkyo-ku
Tokyo, 113-8652
Japan
**Phone:** 

Please review the contact information provided for the school contact. If this information is incorrect, please email the correct school contact information to STAC@justice.org

On the following page, you will select to register one or two teams.
Hit NEXT to be taken to payment information—see screen shot below.

Selecting 'Check' will generate an invoice—see image on next page. Please print your invoice and send payment to AAJ within 30 days to the address listed below. For schools that choose to pay by check, you will receive a confirmation email and receipt once the payment has been processed and uploaded into AAJ’s database.
This is the end of the registration process for those paying by check.

Selecting 'Credit Card' will redirect you to a CHECKOUT page where your invoice details will be displayed—see image below. *You cannot go back after this step. It can take a moment for this page to load, so please be patient.*

Once you hit CHECKOUT, you will be taken to AAJ’s payment site. Confirm your Customer and Billing information, select a payment method, and enter your credit card details.
Then, hit Continue, review your order, and hit “Submit Order.”

If you are redirected to the STAC homepage, your registration is complete and will be confirmed by email within 24 hours. We recommend you print the email for your records.

Congratulations, your team is registered for AAJ’s 2020 Student Trial Advocacy Competition!

If you have any problems, please call Kara Yoh, STAC Manager, at (202) 965-3500, ext. 3502.