

# HOW TO WRITE A WINNING MOOT COURT MEMORIAL


*Complete Step-by-Step Checklist for Law Students*

*Follow every step to craft a well-structured, research-backed, and persuasive moot memorial.*

## STEP 1 — Understand the Problem (Moot Proposition)

### STEP 1 Read and Analyse the Moot Problem


- Read the moot problem at least three times carefully
- Identify all the parties — petitioner, respondent, third parties
- List every legal issue raised, even those not obvious at first read
- Identify the jurisdiction — which court is being mooted before
- Note all the facts that are given, assumed, and missing
- Identify the applicable laws, statutes, and constitutional provisions
- Check whether you are arguing for the Petitioner or Respondent side

 **TIP** *Re-read the proposition after your research — you will often spot issues you missed on first reading.*

## STEP 2 — Plan Your Memorial Structure

### STEP 2 Plan Before You Write

- List the standard sections required in a moot memorial:
  - Cover Page
  - Table of Contents
  - List of Abbreviations
  - Index of Authorities (cases, statutes, books)
  - Statement of Jurisdiction
  - Statement of Facts
  - Statement of Issues
  - Summary of Arguments
  - Arguments Advanced (main body)
  - Prayer / Relief Sought
- Check the competition rules for required sections and any deviations
- Assign one person per section if working in a team
- Set internal deadlines for each section before the final submission date

 **TIP** Always read the moot competition rules before planning. Some competitions require specific formatting, page limits, or additional sections.

## STEP 3 — Research Thoroughly

### STEP 3 Build a Strong Research Foundation


- Research all constitutional provisions and statutory sections relevant to the issues
- Find leading Supreme Court / High Court judgments on each issue
- Look for landmark international judgments if the issue involves international law
- Find textbooks and authoritative commentaries to support your arguments
- Note the full citation of every case, statute, and book you may use
- Research the opposing side's strongest arguments and prepare counters
- Check whether any cited case has been overruled, distinguished, or followed

 **TIP** Research both sides equally. A good memorial anticipates and addresses the other side's strongest arguments.

## STEP 4 — Draft the Cover Page

### STEP 4 First Impressions Matter

- Include the full name of the competition
- Include the name of the court (e.g. Before the Hon'ble Supreme Court of India)
- Include the case title — Petitioner vs. Respondent
- State clearly: 'Memorial on behalf of the Petitioner' or 'Respondent'
- Include team code (not names, as most competitions are blind-judged)
- Include the year of the competition
- Format the cover page neatly — follow any prescribed format


 **AVOID** Never put your college name or personal names on the memorial if the competition uses blind judging. Disqualification may follow.

## STEP 5 — Write the Statement of Facts

### STEP 5 Tell the Story Clearly and Strategically

- State facts in chronological order — clear and logical flow
- Include only facts from the moot problem — do not add or assume facts
- Write from a neutral perspective (the facts section is not the place to argue)


- Highlight facts that are favourable to your side naturally within the narrative
- Keep the language simple, precise, and free of legal jargon
- End with the procedural history — how the case reached the present court

 **TIP** *A well-written facts section subtly frames the story in your client's favour without appearing biased. Judges notice this.*

## STEP 6 — Frame the Issues Precisely

### STEP 6 Draft Sharp, Focused Issues


- Frame each legal issue as a clear, answerable question
- Make sure every issue directly relates to the facts of the problem
- Issues should be framed in a way that favours your side subtly
- Do not frame too many issues — three to four is usually sufficient
- Ensure the issues cover all the arguments you will make in the main body
- Review the issues after writing arguments — they must match perfectly


 **TIP** *Good issues are specific, not vague. 'Whether the detention was unconstitutional' is better than 'Whether the law was violated'.*

## STEP 7 — Write the Arguments Advanced

### STEP 7 Build Persuasive, Well-Cited Arguments

- Write one argument per issue — use clear headings for each
- Begin each argument with a one-line proposition stating your conclusion
- Structure each argument: Rule → Application → Conclusion (IRAC method)
- Cite at least two to three cases per argument point
- Quote or paraphrase the relevant holding of each case accurately
- Cite the relevant statutory provision or constitutional article by exact section number
- Use transitional sentences to connect sub-arguments smoothly
- Include a sub-heading for every distinct sub-argument
- End each argument with a one-line conclusion linking back to the issue
- Ensure arguments for all issues are addressed — do not leave any issue without arguments


 **TIP** *Use the IRAC method: state the Issue, the Rule (law/case), the Application to your facts, and the Conclusion. Judges follow this structure easily.*

 **AVOID** *Do not copy-paste from judgments. Paraphrase and cite. Copy-pasting without citation is academic misconduct and will cost marks.*

## STEP 8 — Draft the Prayer / Relief

### STEP 8 Ask for the Right Relief, Clearly


- List all reliefs being sought in numbered points
- Make each relief specific — vague prayers are penalised
- Ensure every relief has a corresponding argument in the main body
- Include a standard closing line: 'And for this act of kindness, the Petitioner/Respondent shall ever pray'
- End with: 'All of which is most humbly and respectfully submitted'

 **TIP** *The prayer must flow logically from your arguments. Do not ask for a relief you haven't argued for — judges will notice the disconnect.*

## STEP 9 — Compile the Index of Authorities

### STEP 9 Organise Your Sources Professionally

- List all cases cited in alphabetical order with full citations
- List all statutes and constitutional provisions cited
- List all books, commentaries, and journal articles cited
- List all international instruments (treaties, conventions) if applicable
- Add page numbers showing where each source is cited in the memorial
- Follow the citation format prescribed by the competition rules

 **TIP** *Use a consistent citation format throughout — BluBook, OSCOLA, or the competition's own format. Inconsistency costs marks.*

## STEP 10 — Review, Format and Finalise

### STEP 10 Polish Before Submitting

- Check that every cited case name and citation is accurate
- Verify all section numbers and article numbers of statutes are correct
- Proofread for grammar, spelling, and punctuation errors
- Check that formatting follows competition rules: font, size, line spacing, margins
- Ensure the Table of Contents matches the actual page numbers
- Check the word/page limit — trim if over
- Confirm the List of Abbreviations covers all abbreviations used in the memorial
- Do a final read-through as if you are the judge — does the argument persuade?

- Get a teammate or senior to review the memorial before submission
- Convert to PDF (if required) and check that formatting is preserved

**⚠ AVOID** Last-minute formatting errors have cost teams their rankings. Set aside a full day before submission just for review and formatting.

## QUICK REFERENCE — What Judges Look For

Criterion	What Judges Check	Weight
Research	Quality and relevance of cases and statutes cited	High
Argumentation	Logical flow, IRAC structure, persuasiveness	Very High
Formatting	Compliance with rules, consistency, readability	Medium
Facts & Issues	Accuracy, clarity, and strategic framing	Medium
Prayer	Specificity and alignment with arguments	Medium
Citations	Accuracy, format consistency, completeness	High
Language	Clarity, legal precision, absence of errors	High

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