**Student Court of Justice**

Instructions for the Official Complaint Form

Your complaint must be typed into a word document (or equivalent) and a digital copy must be given to the Chief Justice of the Student Court. This can be done via email.

In your complaint you must:

1. Identify the plaintiff (who it is that is bringing the complaint) and the defendant (the party that the complaint is being filed against). If you are filing a complaint on behalf of, or against, an organization you may identify the relevant organization as the plaintiff or defendant. You may also name several individuals as defendants *if they all participated in the same alleged violation*. However, you may only name one individual or organization as a plaintiff.
2. Explain why you are filing a complaint. What rule do you think has been broken? Provide a factual and complete account of events and observations relevant to your complaint. Provide whatever evidence you can.
3. Explain what you want the Court to do to resolve the dispute.
4. *List*, at the end of your complaint, all evidence you wish to use at the hearing. Evidence includes, but is not limited to, documents, objects, and witness testimony.

Additionally, all evidence you wish to use at the hearing must be provided to the Chief Justice at the time you submit the complaint, or within a reasonable time before or after.

**Notes Concerning the Hearing:**

1. You may only bring the evidence you listed in your complaint to the hearing, unless the Court has given you permission to do otherwise. If you bring any witnesses to the hearing to testify on your behalf, you will be responsible for ensuring they arrive on time and at the correct location for the hearing.

**Next step:**

The Court will notify the defendant of the complaint which you have filed and provide them seven days to submit a response. Once the Court has received a response from the defendant the Court will select a date, time, and location to hold the hearing and notify both parties