**RULES OF THE STUDENT COURT OF JUSTICE**

**OF**

**NORTH DAKOTA STATE UNIVERSITY**

Approved by the Student Court of Justice

v2018-1

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**Section 1:**

**Mission and Values of the Student Court**

The mission of the Student Court of Justice is to enhance the general welfare of students at North Dakota State University by safeguarding the integrity of the Student Body Constitution and its subordinate statutes.

**Core Values of the Student Court**:

The following core values are the principles and beliefs that guide our actions to fulfill our mission. They also guide the establishment of the long-range goals and strategies and the way they will be implemented.

1. Equal Protection Under the Student Body Constitution  
   1. Upholding the laws of the North Dakota State University Student Body Constitution is a critical responsibility entrusted to us by the Student Body. We enforce these laws fairly and uniformly to ensure that all students receive equal protection and justice under the documents.
2. Accessibility and Receptivity  
   1. We are dedicated to ensuring that the North Dakota State University justice system is accessible and fair to all and that Court proceedings take place free of intimidation, harassment, or fear of violence.
   2. We are receptive to changes to polices of the University, Student Body, and the Student Government as a whole.
3. Honesty and Integrity  
   1. We adhere to the highest standards of ethical behavior.
4. Transparency  
   1. We communicate with the public in an open and candid way. We actively seek outside views and are responsive to requests for information.
   2. The Student Court of North Dakota State University is subject to the Open Records law regarding all minutes, rulings, and opinions issued by the Court.
   3. All University students have the right to attend open Court meetings to gain information and provide input.
5. Pursuit of Excellence  
   1. We are committed to the highest possible levels of achievement and service in both academic and other affairs. We design our everyday activities to provide the most effective legal, investigative, prosecutorial, correctional, and other services to, and on behalf of, the students of North Dakota State University.

**Section 2: Meetings and Quorum**

The Student Court shall establish a regular meeting schedule to conduct its business. These meetings shall require a majority quorum of Justices in order to transact business. Meetings may be scheduled outside regularly scheduled meetings times when deemed necessary.

**Section 3: Responsibilities of the**

**Justices of the Student Court**

**The Chief Justice shall**:

* Execute all responsibilities defined in the Student Body Constitution and Student Government Code.
* Vote in formal decisions.
* Write a transition document upon graduating or stepping down in accordance with the guidelines stipulated in the Student Government Code.

**The Associate Justice shall**:

* Execute all responsibilities defined in the Student Body Constitution and Student Government Code.
* Vote in formal decisions.

**The Assistant Justice shall**:

* Execute all responsibilities defined in the Student Body Constitution and Student Government Code.
* Record minutes at meetings of the Student Court.
* Serve as an assistant to the Chief Justice of the Student Court.
* Be the definitive expert in the Rules of the Court.
* Observe the governance of the Student Court and identify opportunities to resolve inefficiencies.
* Administrate and moderate the Student Court’s social media accounts.
* Ensure all Court decisions, opinions, and interpretations contain the signatures of appropriate Court Justices.
* Prepare legal casework for meetings and hearings of the Student Court.
* Draft public service announcements updating the Student Body on the affairs of the Student Court.

**Section 4: Conflicts of Interest**

In the event a Court Justice feels that there may be a conflict of interest, said Justice may consult with the Chief Justice individually or the Court as a whole. If necessary, the Court will discuss and deliberate the concerns presented and take appropriate action, which may entail requiring said Justice to recuse themselves.

**Section 5: Parties and Their Rights**

All groups and individuals who are within the Court’s jurisdiction (as defined by the Student Body Constitution) may be parties to a case. Student Government may submit a complaint against a recognized student organization or its members. The terms "plaintiff" and "defendant" refer both to individuals and to groups of individuals.

The Court may, on its own motion, invite an outside party to argue as an amicus curiae. An amicus curiae, or friend of the Court, is a person or group who has no direct or indirect interest in the outcome of the case and whose particular knowledge is relevant and crucial to understanding the case. Parties may, by the Court’s permission, invite an amicus curiae to argue in support of their case. In inviting an amicus curiae to argue, the Court will decide and inform said amicus curiae whether said amicus curiae will submit a written opinion or participate in the hearing itself.

In the event that a member of the Student Court were to come across a violation found in but not limited to the NDSU Student Body Constitution, Student Government Code, and/or the Election Code, a Justice shall become the Plaintiff and file a case according to the above listed rules. The Justice who serves as the Plaintiff shall no longer have the same privileges as a Justice and shall proceed in the hearing as a student and shall not be privy to any discussion pertaining to said case.

As established by the Student Body Constitution, the fundamental rights of all parties, which the Court cannot violate, are the following: to be notified of proceedings against them; to speak in their defense if they so choose; to present and confront witnesses; to be protected from double-jeopardy; to have a speedy and impartial trial. All parties have the right to be represented by counsel of their own choice.

**Section 6:** **Complaint, Response, and**

**Submission of Documents**

All complaints, responses, and evidence shall be submitted physically (either to the Student Court’s mailbox or a Justice of the Student Court) and electronically, using the forms provided in the Appendix.

All documents must be completed in accordance with their accompanying instructions provided in the Appendix.

Upon reception of a Complaint Form or Defendant’s Response Form, the receiving Justice shall review the form for completeness. If the receiving Justice finds that the form as submitted is defective or incomplete, then it shall be returned with the problems indicated. The plaintiff/defendant may submit the revised form at any time. In no instance will a form be accepted until the Receiving Justice finds all components in order. The receiving Justice shall then follow the instructions for reception of the appropriate form provided in the Appendix.

A party may request for leave of the Court for any of the following actions:

1. Extension of any deadline.
2. Amendment of any submitted document.
3. Introduction of witnesses or evidence not included with the initial submission.
4. Addition of individuals or groups as co-plaintiffs or co-defendants.
5. Invitation of an amicus curiae to present arguments before the Court.

In all the above requests, the party must show compelling extraordinary circumstances that justify a deviation from standard practice. Permission may be requested in writing. Permission shall be granted by a majority quorum of Justices.  
  
The Student Court reserves the power to dismiss any case it deems frivolous in nature.

**Section 7: Case Hearings**

A hearing shall proceed only in the presence of a majority of Court Justices and the counsel for both parties. At the Court’s discretion, a party’s absence from the hearing without an explanation may result in default judgment for the opposing party.

The Chief Justice shall be the Presiding Justice in all case hearings. Should the Chief Justice be the Plaintiff, Defendant, or otherwise unable to attend the hearing, the senior most Court Justice shall be the Presiding Justice.

Court Justices may ask questions at any point during the case; however, it is suggested Justices refrain from asking questions until the end of a party’s speech. Questions should be relevant to the current phase of the hearing.

The Presiding Justice may call a brief recess at any time during a hearing. With consent from the other Justices, the Presiding Justice may adjourn the hearing to a set day and time.

Justices are expected to act only on information formally presented to the Court by the parties, and to disregard any information or opinion from external sources.

The Court expects the highest standards of confidentiality of itself and all parties. All written documents and evidence submitted to or issued by the Court by parties shall constitute the record of the case and shall be open to public inspection at any time; however; prior to declaring a decision in a case, the Court may seal items in the record from public disclosure.

All hearings shall be recorded by appropriate means. Hearings shall proceed under the following general outline, although the Court reserves the right to adjust the outlines when deemed appropriate.

1. **Call to Order**
2. **Identification of Parties, Counsel, Witnesses, and Court Justices.**
3. **Honesty Statement**
   1. The Justice presiding the Case Hearing will read the following Honesty Statement aloud.
   2. “The NDSU Student Court of Justice expects that all information presented in this hearing will be true and correct to the best of each person’s knowledge. If students willfully provide false information, they will be in violation of NDSU’s Code of Student Conduct. As a result, they also may be subject to additional disciplinary action.”
4. **Plaintiff’s Constructive Arguments** (10 Minutes Maximum)  
   1. The Plaintiff will provide an opening statement. This statement will present a central theme or argument to the Court Justices. The opening statement is the reason the Plaintiff submitted their initial complaint.
   2. The Plaintiff will present well-organized verbal arguments. It is preferred if arguments are enumerated. Arguments should provide reasoning to support the Plaintiff’s case. Arguments should be derived from the Statement of the Plaintiff.
   3. Optional: Before concluding, the Plaintiff may state what remedy will resolve the case at hand.
5. **Defendant’s Constructive Arguments** (10 Minutes Maximum)  
   1. The Defendant will provide an opening statement. This statement will present a central theme or argument of innocence to the Court Justices.
   2. The Defendant will present well-organized verbal arguments articulating their innocence. It is preferred if arguments are enumerated. Arguments serve two purposes:  
      1. To deny, attack, or accept the arguments presented by the Plaintiff.
      2. To provide a case for innocence.
6. **Plaintiff’s Submission of Evidence and Witnesses**
   1. The Plaintiff will begin to present evidence and witnesses one item at a time, succinctly. These items serve to support the Plaintiff’s arguments.
   2. If the Presiding Justice determines the Plaintiff has sufficiently explained their submission, then the Presiding Justice may ask the Plaintiff to conclude and start discussing the next submission.
7. **Defendant’s Cross-Examination of Evidence and Witnesses** (10 Minutes Maximum per Item)
8. **Defendant’s Submission of Evidence and Witnesses**
   1. The Defendant will begin to present evidence and witnesses one item at a time, succinctly. These items serve to support the Defendant’s arguments.
   2. If the Presiding Justice determines the Defendant has sufficiently explained their submission, then the Presiding Justice may ask the Defendant to conclude and start discussing the next submission.
9. **Plaintiff’s Cross-Examination of Evidence and Witnesses** (10 Minutes Maximum per Item)
10. **Plaintiff’s Closing Statements** (10 Minutes Maximum)  
    1. The Plaintiff will provide a closing statement. This statement will crystallize the primary reasons why the Student Court should rule in favor of the Plaintiff.
    2. No new arguments may be introduced in this speech.
11. **Defendant’s Closing Statements** (10 Minutes Maximum)  
    1. The Defendant will provide a closing statement. This statement will crystallize the primary reasons why the Student Court should rule in favor of the Defendant.
    2. No new arguments may be introduced in this speech.
12. **Final Questions from Student Court Justices**
13. **Deliberation and Decision**  
    1. The Presiding Justice will ask all parties, counsel, witnesses, and guests to vacate the courtroom to allow the Student Court to deliberate in seclusion. Deliberation will not be recorded.
    2. Only the Chief Justice and Associate Justices present at the hearing for its entirety shall vote on the Court’s decision. A majority vote of Justices (50% + 1) is required for a decision. If the Student Court fails to make a decision, it will return to deliberation. The Chief Justice or Associate Justice shall not vote if they are the Plaintiff or Defendant.
    3. After a decision is reached, the Presiding Justice will invite all parties, counsel, witnesses, and guests to return to the courtroom. The Presiding Justice will then issue the Student Court’s initial judgment, which shall dispose of all issues in the case at hand in addition to the appropriate reasoning arising from the Court’s decision. This shall conclude the case hearing.
    4. The Presiding Justice shall assign the writing of the Court’s decision. All Justices affirming the majority opinion shall include their names and signatures at the bottom of the decision.  
       1. The opinion shall follow the general format provided in the appendix.
       2. Any Justice present at the hearing for its entirety may issue a non-binding concurring or dissenting opinion within seven (7) calendar days of the conclusion of the hearing.
    5. The Court’s published opinion shall be the Court’s only public comment on the merits of a case. Justices shall refrain from discussing either the hearing or deliberations of a case and will refer all questions to the published opinion.
    6. The Student Court shall consider violation of these standards malfeasance, and shall make such violations known to the Student Senate during the Court Report.

**Section 8: Corrective Measures**

What follows is the spate of options available to the Student Court of Justice when deciding a just solution to a case.

**Monetary Fines** (provided by the Constitution (Article IV, Section 3, Sub-Section H))

Monetary Fines may be issued both to persons receiving a stipend from Student Government and persons not receiving a stipend. Customarily, fines are paid to the Reserve Fund.

**Injunctions** (provided by the Constitution (Article IV, Section 3, Sub-Section H))

Injunctions are defined as “a judicial order that restrains a person from beginning or continuing an action or that compels a person to carry out a certain act, e.g., to make restitution to an injured party.” Injunctions can take many forms.

**Reprimands** (non-binding and thus does not require specific authorization)

Reprimands are official rebukes generally issued as punishment for minor violations or as an additional punishment for more serious violations.

**Suspension of Ordinary Rules** (provided by precedent established in SSC-02-09)

The Court can choose to suspend a portion of the law. The precedent for this power was set under extreme circumstances and this power should be exercised only under similarly extreme circumstances, if at all. The Student Court is an institution created to uphold the rules, not ignore them.

**Forfeiture of Candidacy** (offshoot of injunction, also provided by Election Code (413 A))

The Court may choose to punish a candidate by having them forfeit their candidacy. Though this power is listed specifically in the Election Code it is merely a type of injunction – a power already granted by the Constitution.

**Percentage Reduction of Votes** (provided by Election Code (413 A))

The Court may choose to punish a candidate by taking a percentage of their votes away.

**Annulment of Election Results** (provided by Election Code (409 C))

In the event of a substantial violation of the Election Code the Court may “partially or entirely annul the results of the election.”

**Oversight** (offshoot of injunction, precedent established in SSC-01-11 and asserted again in SSC-03-12)

The Court may choose to instate a period of oversight over an organization which has violated the rules. This may entail the submission of all official business to the Student Court, direct supervision of elections and/or meetings, and more. The Court is responsible for carrying out the enforcement of this oversight.

**Recommendations** (non-binding and thus does not require specific authorization)

The Court may recommend alterations to governing documents in the Official Decision if it feels a rule is ambiguous, unnecessary, etc.

**Invalidation of Unconstitutional Rules** (provided by the Constitution (Article IV, Section 3, Sub-Sections A, B, C, D))

In exercising its power of interpretation, the Court may strike down any rule which violates the constitution.

**Section 9: Injunction**

The Student Court may issue an junction to preserve due process during a case, give effect to its judgments, and it uphold the integrity of the Student Body Constitution.

Normally, the Court as a whole will decide a motion for an injunction. The motion shall require a two-thirds (2/3) majority vote. The injunction shall state the specific acts the party is ordered to do or restrained from doing, along with any deadlines or conditions of compliance.

In emergency circumstances, a single Court Justice may issue the injunction. This Justice shall consult with the Chief Justice, or at least one other Justice in the absence of the Chief Justice, and both must agree the interests of due process, Constitutional integrity, or substantial justice require issuing the injunction without consideration by the whole Court. The injunction may only be submitted with one signature under such circumstances. The issuing Justices must inform the Court within one day of issuing an injunction. The Student Court shall meet soon thereafter to ratify or nullify the injunction.

**Section 10: Contempt**

The Court shall hold in contempt any party who willfully violates these rules, refuses to obey Court orders, or otherwise disrupts judicial proceedings. The Court may penalize the party for contempt, and may refuse to recognize counsel who persists in contemptuous actions. A party’s failure to correct contemptuous actions may result in default judgment for the opposing party, with appropriate remedy.

**Section 11: Judicial Review**

In cases alleging certain legislative acts or executive actions violate the Student Body Constitution, any student may raise the complaint. For legislative acts, the Student Senate collectively shall be labeled as the defendant. The Student Senate shall then select counsel from its own members. For executive actions, the specific member(s) of the Executive Branch responsible for the actions in question shall be labeled as the defendant. If the Court identifies unconstitutional action prior to its execution, the Court may motion to issue an injunction.

**Section 12: Suspension and Amendment**

Within a hearing or meeting of the Student Court, the Rules of the Court may be suspended upon a two-thirds (2/3) majority vote of the present Court Justices who are eligible to vote in the decision, provided there is probable cause. All parties involved must be informed of the modification or suspension, and the modification or suspension only applies to the case at hand.

The Rules of the Court are automatically suspended for Election Complaint Hearings due to the expedited nature of such complaints. Election Complaint Hearings are subject to the rules and regulations provided in the Student Body Election Code. The Court may, if a complaint requires extensive proceedings, decide to reinstate these rules in whole or in part to facilitate complaint hearings on a complaint.

Proposed amendments to the Rules of the Court may be submitted by any Court Justice at a meeting of the Student Court and shall require a three-fourths (3/4) affirmative vote for approval. As items included in the Appendix of the Rules of the Court constitute binding instructions for plaintiffs, defendants, and Justices, amendments to the Appendix are subject to a three-fourths (3/4) affirmative vote for approval.

**APPENDIX**

**Student Court of Justice**

Official Complaint Form

NORTH DAKOTA STATE UNIVERSITY

On behalf of [Name of group or individual]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Plaintiff,

-v-

[Name of group or individual]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Defendant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Signature of Plaintiff Date

TO BE COMPLETED BY THE COURT

The Student Court of Justice holds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ jurisdiction in this matter as granted in Article IV, Section 3, of the Constitution of the Student Body of North Dakota State University.

Complaint No. SSC-\_\_\_\_-\_\_\_\_

\_\_\_\_Election \_\_\_\_Non-election

Received: \_\_\_/\_\_\_/20\_\_\_at\_\_:\_\_\_

**Student Court of Justice**

Instructions for the Official Complaint Form

1. Do NOT write anything below the second dividing line on the form. The Student Court will complete that section upon receipt of the form.

2. Be specific in naming the proper Plaintiff (the party filing the complaint) and Defendant (the party being accused by the Plaintiff) in this case. If the complaint is on behalf of or against an organization, you may name not only the organization but also any individual members of the organization that are parties to the complaint.

3. All parties listed as Plaintiffs must sign the complaint. If the Plaintiff is an organization, the Chief Executive Officer or his/her designee should sign the complaint.

4. The Plaintiff must TYPE a “Statement of the Plaintiff” in which they make a formal complaint against the Defendant including all events, facts, references to statutes, etc. that the Plaintiff deems relevant to the case. This statement will serve as the Plaintiff’s written argument and as such should be as comprehensive as possible in laying out an accusation of wrongdoing/illegality.

5. Additionally, the Plaintiff must list all evidence they wish to use at the hearing under the heading “Evidence” at the bottom of the document containing the Statement of the Plaintiff. In this section the Plaintiff is responsible for listing all evidence they wish to use at the hearing as well as naming all individuals they wish to testify before the Court on their behalf.

6. A signed physical copy of the complaint form must be delivered to the Court along with a printed copy of the Statement of the Plaintiff including the evidence section. The complaint form shall be delivered either to a Justice of the Court or inserted into the Student Court’s mailbox located in the Student Government Office. Additionally, an electronic copy of the Statement of the Plaintiff, including the evidence section, must be delivered to the Student Court (preferably via email to the Chief Justice) in a reasonable amount of time after or before the delivery of the physical complaint form and Statement of the Plaintiff.

7. All physical evidence should be submitted to the Court at the same time as the physical complaint. Digital evidence should be submitted to the Court at the same time as the electronic Statement of the Plaintiff. References to web data (social media posts, blog posts, web pages, etc.) should include both the relevant URLs as well as screen-captures. Emails to be used as evidence should be forwarded to the Chief Justice. Word, Excel, or similar documents should be attached as a copy in an email sent to the Chief Justice or provided by other appropriate means if the file is too large to be sent by the aforementioned method.

Additional Notes:

* The Plaintiff will be notified of the date, time, and location of the hearing after the Defendant has been notified of the complaint and given their written response.
* The Plaintiff will be responsible for ensuring the notification and prompt arrival of all witnesses they wish to testify before the Court on their behalf.

**Student Court of Justice**

Instructions for Receival of Official Complaint Form

1. Ensure the complaint form is completed in its entirety and in accordance with the “Instructions for the Official Complaint Form.” If anything is missing or has been improperly presented, the form will be returned to the Plaintiff with specific requests for changes.

2. Fill out the bottom of the complaint form; make a photocopy of the now completed complaint form; on the Court computer, create a sub-folder under the “Cases” folder titled “SSC-XX-XX” (where the X’s are the case number of this new case); and store the photocopy of the complaint form in said folder.

3. The physical complaint form and any physical evidence should be kept until the conclusion of the hearing, when possible.

4. All evidence should be stored in the folder SSC-XX-XX. The following should be stored as evidence: photos or photocopies of all physical evidence, copies/screen-captures of digital evidence, and any written or recorded testimony taken during a hearing.

5. The Student Court shall then, **in person**, deliver the actual signed Complaint Form, or photocopies thereof, and the Statement of the Plaintiff to all parties named as Defendants. The Defendant(s) will also be provided the Defendant’s Response Form, the Instructions for the Defendant’s Response Form, and will be notified that they have 10 days from their receival of the complaint to submit the appropriate documents in their defense.

If the Defendant is notified of the complaint against them by some method other than face-to-face contact, then the Court must send **only** the Complaint Form and Statement of the Plaintiff to the Defendant accompanied by a request for an immediate reply for further information. On receiving the reply from the Defendant, the Court will send the Defendant’s Response Form, the Instructions for the Defendant’s Response Form, and will notify the Defendant that they have 10 days from their receival of the Defendant’s Response Form to submit the appropriate documents in their defense.

**Student Court of Justice**

Defendant’s Response Form

NORTH DAKOTA STATE UNIVERSITY

On behalf of [Name of group or individual]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Plaintiff,

-v-

[Name of group or individual]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Defendant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Signature of Defendant Date

TO BE COMPLETED BY THE COURT

The Student Court of Justice holds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ jurisdiction in this matter as granted in Article IV, Section 3, of the Constitution of the Student Body of North Dakota State University.

Complaint No. SSC-\_\_\_\_-\_\_\_\_

\_\_\_\_Election \_\_\_\_Non-election

Received: \_\_\_/\_\_\_/20\_\_\_at\_\_:\_\_\_

**Student Court of Justice**

Instructions for the Defendant’s Response Form

1. Do NOT write anything below the second dividing line on the form. The Student Court will complete that section upon receipt of the form.

2. Name the Plaintiff(s) and Defendant(s) as they have been identified by the Plaintiff on the complaint form.

3. All parties listed as Defendants must sign the Defendant’s Response Form. If the Defendant is an organization, the Chief Executive Officer or his/her designee should sign the response.

4. The Defendant must TYPE a “Statement of the Defendant” in which they argue their innocence in response to the Plaintiff’s complaint. The Statement of the Defendant should include all events, facts, references to statutes, etc. that the Defendant deems relevant to the case. This statement will serve as the Defendant’s written argument and as such should be as comprehensive as possible in laying out a defense against the claim of wrongdoing/illegality presented by the Plaintiff.

5. Additionally, the Defendant must list all evidence they wish to use at the hearing under the heading “Evidence” at the bottom of the document containing the Statement of the Defendant. In this section the Defendant is responsible for listing all evidence they wish to use at the hearing as well as naming all individuals they wish to testify before the Court on their behalf.

6. A signed physical copy of the Defendant’s Response Form must be delivered to the Court along with a printed copy of the Statement of the Defendant including the evidence section. The Defendant’s Response form shall be delivered either to a Justice of the Court or inserted into the Student Court’s mailbox located in the Student Government Office. Additionally, an electronic copy of the Statement of the Defendant, including the evidence section, must be delivered to the Student Court (preferably via email to the Chief Justice) in a reasonable amount of time after or before the delivery of the physical response form and Statement of the Defendant.

7. All physical evidence should be submitted to the Court at the same time as the physical response form. Digital evidence should be submitted to the Court at the same time as the electronic Statement of the Defendant. References to web data (social media posts, blog posts, web pages, etc.) should include both the relevant URLs as well as screen-captures. Emails to be used as evidence should be forwarded to the Chief Justice. Word, Excel, or similar documents should be attached as a copy in an email sent to the Chief Justice or provided by other appropriate means if the file is too large to be sent by the aforementioned method.

Additional Notes:

* The Defendant will be notified of the date, time, and location of the hearing shortly after the submission of their forms.
* The Defendant will be responsible for ensuring the notification and prompt arrival of all witnesses they wish to testify before the Court on their behalf.

**Student Court of Justice**

Instructions for Receival of Defendant’s Response Form

1. Ensure the Defendant’s Response Form is completed in its entirety and in accordance with the “Instructions for the Defendant’s Response Form.” If anything is missing or has been improperly presented, the form will be returned to the Defendant with specific requests for changes.

2. Fill out the bottom of the response form; make a photocopy of the now completed response form; and store the response form in the folder on the Court computer titled SSC-XX-XX (where the X’s are the case number of this new case) – a sub-folder of the “Cases” folder that was created on receival of the complaint form.

3. The physical response form and any physical evidence should be kept until the conclusion of the hearing, when possible.

4. All evidence should be stored in the folder SSC-XX-XX. The following should be stored as evidence: photos or photocopies of all physical evidence, copies/screen-captures of digital evidence, and any written or recorded testimony taken during a hearing.

5. The Student Court shall then set a date, time, and place for the case hearing and notify both the Plaintiff(s) and the Defendant(s). If the Plaintiff(s) and Defendant(s) were notified of the case hearing by some method other than face-to-face contact, then the Court must receive a response from both the Plaintiff(s) and Defendant(s) before it can consider either as having received notice of the hearing.

6. Once the case hearing is scheduled, the Student Court will provide the Plaintiff(s) and the Defendant(s) with a copy of Section 7: Case Hearings to provide each party an opportunity to prepare for the hearing.