**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.