



Student Judicial Court Complaint Form

Please provide a complete description of your complaint, including: witnesses, location, a description of evidence and a suggested remedy. Submit to the Center for Student Involvement & Leadership (CSIL) in Room 145 Iowa Memorial Union, or complete the online version of this form and email to uiowasjc@gmail.com.

Submitted by: _____

Phone Number: _____

Email: _____

Name of student(s) involved in incident:

Description of event (include witnesses, evidence, etc):

Grievance:

Sought remedy:

Signature: _____ **Date:** _____

Student Judicial Court

How the complaint process works

1. Complete a complaint form and return completed complaint form to the Center for Student Involvement & Leadership, 145 Iowa Memorial Union, or email to the Court at uiowasjc@gmail.com
2. After receiving a claim at least five Justices will hold a meeting to determine if the claim has merit.
3. The Chief Justice will email the plaintiff the Court's decision within seven business days of when the claim was submitted.
4. If the claim has merit the accused will be contacted and given the option to submit an answer to the claim. The accused has seven business days to respond after being contacted.
5. The SJC shall set a hearing date no later than three weeks after receiving the complaint.
6. Both Parties must submit written summaries to the SJC at least two days prior to the hearing of the claim.
7. Within a reasonable time before the hearing the Chief Justice shall email both parties the Courts general expectations of decorum and procedure.
8. After the hearing and within reasonable time, the judgments(s) will be delivered to both parties.

Please not that:

- All evidence submitted to court will be shared with the other party.
- Applicability of the evidence is at the discretion of the court.