

Guidelines for Filing a Complaint

In order to file a Complaint with the Student Court of Colorado State University-Pueblo Associated Students Government:

1. The filer must utilize the *Complaint* form located on the Associated Student Government website as well as in the ASG Office in room 217 on the second floor of the OUC.

2. All relevant information requested on the top part of the form must be fully and accurately provided (i.e.: petitioner/plaintiff, defendant, organization names, student numbers, addresses, phone numbers, email addresses, etc.).

3. In the next section of the first page the filer must state:

- Issue(s) to be addressed by the Court and allegation(s) being brought forth.
- For each issue to be addressed, declare the circumstances requiring adjudication.
- For each allegation, supporting evidence must be provided. All allegations must be factual.
 - A “fact,” according to the Black’s Law Dictionary, is “a thing done; an actual occurrence; an actual happening in time or space.”
 - Evidence may be in the form of: written documentation such as letters, e-mails, transcripts, statements from witnesses, accounting documents, minutes of meetings, etc.; media format such as videotape, photographs, or digital images. If the evidence presented is public access information, such as constitutions or bylaws, copies of the information must be submitted to provide a basis for allegation(s).
 - Allegations must be accompanied by statements of specific issues surrounding the facts, utilizing as many forms of evidence as are available.
- Relief being sought and the basis for requested relief. Relief might be temporary or permanent, and might include (among other possibilities) the reversal or nullification of a prior decision or ruling, punitive measures, the imposition of a hold on records or an account in accordance with College policies, the issuance of a judicial order, etc. (“Relief” is what a filer wants the Court to do, and “basis for relief” describes why the filer feels a particular court action or remedy is appropriate or justified.)

4. The filer must date and sign the designated section on the second page of the form.

5. The filer shall either personally deliver the form and accompanying documentation to the Student Court Chief Justice in Room 217 of the Occhiato University Center building or the filer shall send an electronic copy of all documents to

6. The Chief Justice or any associate justice may assist in answering questions regarding the filing procedures described herein, or in directing a potential filer regarding the appropriate use of the Complaint form. Contact information for Student Court justices can be obtained in the office of the Associated Student Government located in room 217 of the OUC. They can also be contacted via phone at (719) 549-2866.