

Guidelines for filing for a Request of the Court

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

1. The filer must utilize the *Request of the Student Court* form located on the Associated Student Government website as well in the ASG Office in Room 217 on the second floor of the OUC.
2. All information requested on the form must be accurate and complete (name, PID, street address, phone number, etc.)
3. In the next sections of the form, the filer must:
 - State any form of text(s) that need interpretation or clarification.
 - State the reason for the request or any questions that need to be answered by the student court.The filer must sign and date at the bottom of the form.
4. 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
5. 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.