

Chapter 2. Filing Matters before the Court

§2-101

All documents shall be filed in the format of the corresponding filing. All filings allowed in the Court are found attached to these rules.

§2-101.01

If the petitioner or respondent consists of an organization (i.e. CSC Student Senate, CSC CAB, the campaign of a particular candidate) that organization should be named in the title, followed by “et al.”

§2-101.02

If a campaign is the petitioner or respondent, the title of the case should read the first and last names of the person who is running for office, followed by, “Campaign, et al.”

§2-102

The first signature on the form should be the first person who is listed in the “comes now” line. This person will represent their side of the issue should a hearing be required.

§2-103

Should the person be representing him/herself, *pro se* the “comes now” paragraph should be altered to read, “Comes now, XXX, *pro se*, as the XXX”

§2-105

The petitioners shall submit a petition with at least the number of signatures required by the Student Association Constitution. Next to or under each signature line shall be the printed or typed name of the person who signed the corresponding line. The signature pages are found attached to these rules.

§2-105.02

The person(s) which sign the forms as representatives will not automatically be counted as a “petitioner” for the purpose of the required number of signatures required to grant review of a case by this court, but the representative may sign the proper “signature page” and be counted in the number of signatures required to grant such review.

§2-106

Upon receiving the initiating document, the Chief Justice will complete the correct case number at the top of the first page.

§2-106.01

All subsequent filings in this case shall be marked at the top of the page with the same case number before the filing will be accepted by the Court.

§2-107

Articles of impeachment will be number “AI” followed by a space, the last two digits of the current year, dash, and the numeric position in which the articles were filed.

§2-108

In Re petitions will be numbered “IR” followed by a space, the last two digits of the current year, dash, and the numeric position in which the petition is filed.

§2-109

Petitions for Review will be numbered “PR” followed by a space, the last two digits of the current year, dash, and the number position in which the position is filed.

§2-201

Once the petition is filed with the Chief Justice, the Chief Justice will serve a copy of the petition upon the respondent.

§2-202

Once the petition has been served, the respondent shall file a response to the claims within two academic days of the day after the service. The Response to the Petition shall be filed with the Chief Justice.

§2-203

If the respondent does not reply within the two academic days, the Court may enter a default judgment for the petitioners.

§2-204

After both parties have prepared their briefs, the Chief Justice will inform the parties of the set time and date of the hearing. The correspondence will also include whether there will be a (a) hearing of fact, (b) hearing of law, (c) default judgment, or (d) open hearing. If there is a hearing of law, the aforementioned letter may require argumentative/supplemental briefs to be filed.

§2-301

It shall be the duties of the Chief Justice to update and keep current the forms, rules and constitution on the CSC webpage.