



## “How To” Navigate a Case Submission Form

This document explains the process by which an individual fills-out the UNLV CSUN Judicial Council ‘Case Submission Form’.

**Petitioner section:** If you are the one submitting form, you are the petitioner. You will put your name and the names of anybody who is petitioning with you in this section. You will also need to put your phone number and email address in this section.

**Respondent section:** The respondent is the person/people/entity that you are filing against. You will put their name and the names of anybody who you are filing a complaint against in this section. You will also need to put their phone number and email address in this section.

**Judicial Action:** This section includes many different parts so we will handle them one at a time:

**Interpretation** You will check this box if your case requires an interpretation of any CSUN document. This could include, but is not limited to, the CSUN Constitution or CSUN Bylaws. An example of this could be interpreting the power of a certain CSUN official.

**Appeal of a CSUN Entity Decision(s)** You will check this box if your case involves reversing a decision made by some CSUN Entity. An example of this could be a scholarship that was given to somebody who was not eligible for that scholarship.

**Unconstitutional Action** You will check this box if your case involves an action that you believe goes against the CSUN Constitution.

**Summary Judgment** You will check this box if you believe that this case you are filing does not require a full trial. An example of this would be if you believe that there are no facts at issue and only require the Judicial Council to deliberate.

**Other** You will check this box if you need some other Judicial Action to be taken that

was not listed above. An example of this could be requesting a writ of mandamus.

**Section of Constitution, Statutes, Bylaws, or Policies Involved:** In this section you will provide the information necessary for evaluating your case. It is important to explicitly provide **ALL** of the sections that you will be referring to.

**Requests:** There are five (5) requests you will be able to make to the Judicial Council.

**Expedited Hearing** You will check this box if you believe that your case requires the hearing to be heard as soon as possible. It is necessary to attach a separate document explaining why this is necessary.

**Preliminary Injunction** You will check this box if you believe that a third party must be restrained from committing an action. An example of this could be if you believe an appointment or hiring is unconstitutional and you want to prevent it from happening. It is necessary to attach a separate document explaining why this is necessary.

**Witnesses/Evidence be Summoned** You will check this box if you believe that a witness or some evidence should be brought to the hearing. It is necessary to attach a separate document with a list of names or evidence being summoned and why each are necessary.

**Justice be Recused** You will check this box if you believe that a Justice should be recused due to a conflict of interest. It is necessary to attach a separate document explaining why this is necessary.

**Open Hearing** You will check this box if you believe that your hearing should be open to the public. It is necessary to attach a separate document explaining why this is necessary.

**Attached Pages:** Listed below are all the pages that must be found in your brief (your argumentative packet), which is attached to the final version of the case submission form. Of note, a template of a brief is provided under the title-head “brief template”.

1. An explanation of how the violation occurred, including dates and times when relevant. 2. All supporting evidence must be included in your final version. This would include, but is



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not limited to, an explanation of the violation and a suggested course of action. 3.  
A separate document explaining why requests are necessary.