

**THE UNIVERSITY OF TEXAS AT EL PASO
STUDENT GOVERNMENT ASSOCIATION SUPREME
COURT**

INSTRUCTION FOR FILING A CASE WITH THE COURT

IMPORTANT You are entitled to be represented by a student Public Defender. The Public Defender is not an attorney but a student who is familiar with the rules and procedures used in Student Government Association judicial process. The Public Defender's office is a FREE service provided by your University of Texas at El Paso Student Government Association. Please contact the Defender's office if you need assistance with this form or with your appeal.

PART I: PARTIES

Person filing case should be the person who actually submits the attached documents to the Court.

PART II: NATURE OF CASE

Check the box that applies to your situation.

PART III: ACTIONS REQUESTED

Unless you are requesting a hearing under emergency circumstances, check the box for "PRELIMINARY HEARING". If you are requesting a PRELIMINARY HEARING – EMERGENCY CIRCUMSTANCES", you must be able to show that a delay would cause some harm that could not be easily corrected later. An example of an emergency circumstance would be a case where some action is going to take place in the immediate future and action can not be easily changed once it has happened (an election, payment of a fine, expulsion from a class or school, etc.)

You may also request an "INJUNCTION" to prevent an action from taking place or to preserve the status quo until your case can be heard. Although an INJUNCTION may be requested whether you are filing for a regular hearing or an emergency hearing the injunction must be justified in writing by stating what action is sought and what is necessary to prevent some harm or injustice.

If you check the "OTHER" option, simply explain in your own words, as briefly as possible, what action you believe the Court should take and why.

WHAT HAPPENS NEXT?

A Justice of the Supreme Court must sign your request before any other action can take place. As your option, you may either locate a Justice and have your request signed; have the SGA Administrative Secretary deliver your request to a Justice or have the Public Defender perform this procedure

Once signed, you will be notified of a hearing date and time and told whether any other actions you requested have been granted and/or any other actions you should take.

University of Texas at El Paso
Student Government Association
Student Supreme Court
Appeal Form
(To be completed by the student)

Please print **CLEARLY** all requested information in Section A. Lack of information or incorrect information will place a student's case in jeopardy.

Part 1: Parties

To: Supreme Court

Name of Person Filing Case: _____ Student ID# _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

Representative Name and Phone #: _____

Vehicle Information:

Make _____ Model _____ Year _____

License Plate Number _____ State _____

Date of Violation(s) _____

STUDENT RIGHTS

- You have the right to a court hearing
- You have the right to defend yourself
- You have the right to a Student Government Association Public Defender

*Public defenders work with you preparing your appeal by offering advice and counsel. You are responsible for contacting the Public Defender at least 3 days prior to your hearing date. Failure to contact the Public Defender at least 3 days prior to your hearing date will forfeit your right to a Student Government Association Public Defender. This is a free service. Public Defenders can be reached at 747-7488 during office hours, or by appointment at the Student Government Association Office, 304 East Union.

My signature below indicates that I have received, read, and understood my rights as a student appellant.

Signature

Date

