

Patterson Court Council Judicial Board Hearing Checklist Form

During the Hearing:

1. Participants introduce themselves. _____
2. Sergeant-at-Arms explains the process of the Judicial Board hearing. _____
3. Witnesses are excused from the room. _____
4. The Sergeant-at-Arms reads each individual citation to the cited organization. _____
5. Cite organization enters a plea of guilty or not guilty. _____
6. The student solicitor presents the statement of facts and calls witnesses. _____
7. The student solicitor asks questions of the witnesses. _____
8. The cited organization asks questions of the witnesses. _____
9. The Judicial Board asks pertinent questions of the witnesses. _____
10. The witnesses are thanked and dismissed. (They are not to leave the building, in case additional questions arise.) _____
11. The cited organization presents their side of the case and calls witnesses. _____
12. The cited organization asks questions of the witnesses. _____
13. The student solicitor asks questions of the witnesses. _____
14. The Judicial Board asks pertinent questions of the witnesses. _____
15. The witnesses are thanked and dismissed. (They are not to leave the building, in case additional questions arise.) _____
16. The Judicial Board asks pertinent questions of the cited organization. _____
17. The student solicitor and the cited organization are thanked and dismissed while the Board convenes. (They are not to leave the building, in case additional questions arise.) _____

The Sergeant-at-Arms will prohibit and prevent side conversations during the hearing and especially, during Board deliberation

Deliberation:

1. Pause to let the Judicial Board write down thoughts and reactions. _____
2. Decide whether information is clear. _____
3. Weigh all information and clarify the facts of the incident.

4. Determine whether the cited organization is guilty or not guilty. _____
5. If guilty, determine appropriate sanctions, taking into consideration past behavior. _____

Closing the Hearing:

1. Advise the cited organization that they will receive a letter within the next couple of days detailing the decision and sanctions (if applicable) after approval by the Vice-president. **The cited organization will NOT learn of the hearing outcome until this time.** _____
2. Inform the cited organization of the appeals process. _____
3. Everyone present at the hearing signs the honor pledge. Sergeant-at-Arms reminds Everyone that they cannot discuss the case or recommended sanctions until approved by the Vice-president. _____
4. Patterson Court Advisor collects all statements etc _____

After the Hearing:

1. The Sergeant-at-Arms emails the Dean of Students for approval, modification, or rejection of the recommended sanctions. _____
2. Dean of Students (or designee) follows-up by sending the cited organization a decision letter, with appropriate copies. _____
3. PCC Advisor follows up on organization's completion of the sanctions. _____