

# THE RULES OF PROCEDURE AND STYLE GUIDE FOR THE STUDENT GOVERNMENT ASSOCIATION SUPREME COURT IN AND FOR FLORIDA STATE UNIVERSITY

## SGA Supreme Court Rules of Procedure

1. Submitting Complaints to the Court
  - a. Complaints of original jurisdiction should:
    - i. Include all relevant background facts;
    - ii. Identify the provisions of our Student Body Constitution, Student Body Statutes, or other relevant governing documents by their specific provision(s); and
    - iii. Include a “prayer for relief” where the petitioner requests a specific remedy of the Court.
  - b. Submissions for all complaints of original jurisdiction should:
    - i. Be submitted via this [Qualtrics link](#) as provided on the Court’s SGA webpage for [Judicial Forms](#); or
    - ii. Sent in a pdf email attachment to the Chief Justice’s [official email account](#).
2. Submitting Appeals to the Court
  - a. Complaints of appellate jurisdiction arising out of a case initially heard and ruled upon by a lower tribunal should:
    - i. Include all relevant background facts;
    - ii. Identify the provisions of our Student Body Constitution, Student Body Statutes, or other relevant governing documents by their specific provision(s);
    - iii. Identify the error the appellant alleges the lower tribunal made when deciding the case; and
    - iv. Include a “prayer for relief” where the petitioner requests a specific remedy of the Court.
  - b. Submissions for all appeals to the Court should:
    - i. Be submitted via this [Qualtrics link](#) as provided on the Court’s SGA webpage for [Judicial Forms](#); or
    - ii. Sent in a pdf email attachment to the Chief Justice’s [official email account](#) with the subject line “Appeal from Lower Tribunal”
3. Submitting Requests for Advisory Opinions to the Court:
  - a. Requests for Advisory Opinions (“AOs”) can be made by the Student Body President, their designee, or any current Senator.
  - b. Requests for AOs are not proper when there is a pending case or controversy.

- c. Requests for AOs are only proper when the request consists of a bona fide issue of statutory or constitutional interpretation where the requesting party seeks clarity on the status of a right, power, or obligation pursuant to SGA's governing documents.
  - d. Requests for AOs will only be granted if a majority of sitting Justices decide that the AO request is meritorious.
  - e. However, failure to grant an ultimately meritorious request for an AO may serve as ground for impeachment for nonfeasance for the sitting Chief Justice.
  - f. Requests for AOs should:
    - i. Be submitted via this [Qualtrics link](#) as provided on the Court's SGA webpage for [Judicial Forms](#); or
    - ii. Sent in a pdf email attachment to the Chief Justice's [official email account](#) with the subject line "Request for Advisory Opinion."
4. Requesting Counsel
- a. Requests for counsel should:
    - i. Be submitted via this [Qualtrics link](#) as provided on the Court's SGA webpage for [Judicial Forms](#); or
    - ii. Sent in a pdf email attachment to the Chief Justice's [official email account](#) with the subject line "Request for Counsel."
5. Submitting filings pursuant to ongoing Court proceedings
- a. When submitting filings pursuant to an ongoing case and/or controversy, all communications should be to the Chief Justice's [official email account](#).
  - b. As this Court does not permit ex-parte communications of any kind, all communications directed to the Court must include counsel for the opposing party. Failure to keep opposing counsel apprised of your filings may result in being held in contempt.
6. Oral Arguments
- a. The structure of oral arguments for any case or controversy shall be at the discretion of the Chief Justice. If the Chief Justice is recused, a temporary Chief Justice will be elected by the Associate Justices to serve in this role for a particular case and/or controversy.
7. Publication of Opinions
- a. The Court shall not publish an opinion on any case and/or controversy until a clear majority has been established.
  - b. In the case a clear majority cannot be established, the Court shall issue a per curiam opinion which contains the relevant outcome of the case in purely technical terms.
  - c. Dissenting and concurring opinions shall be included in the publication of any relevant Court opinion.
8. Available Remedies

- a. The available remedies provided by this Court include, but are not limited to:
  - i. Declaratory Relief;
  - ii. Injunctive Relief;
  - iii. Orders of Specific Performance;
  - iv. Writs of Quo Warranto;
  - v. Writs of Mandamus;
  - vi. Writs of Prohibition;
  - vii. Reversing the ruling of lower tribunal;
  - viii. Remanding cases back to a lower tribunal;
  - ix. Affirming the ruling of a lower tribunal; and
  - x. Any other relief or writ the Court deems necessary and proper to the complete exercise of its jurisdiction.
9. Amicus Briefs
  - a. This Court will not accept or consider any amicus briefs.
10. Appealing the decisions of the Court
  - a. The appeal of any decision made by this Court can be made directly to the Vice President of Student Affairs via the official email account of that office.
11. The Court Reporter
  - a. This Court shall maintain an annual Court Reporter for each Academic Year.
  - b. This Reporter shall catalog each case and controversy heard directly by the Court, excluding any opinions published by lower tribunals or the Vice President of Student Affairs.
  - c. When practicable, the Chief Justice shall order physical copies of the completed Reporter using monies from the “expenses” account.

## **SGA Supreme Court Style Guide**

- A) The style of the case
  - a. Each case and/or controversy shall be assigned a case number
    - i. This case number shall follow the naming convention where the last two digits of the calendar year precede the season (fall or spring) which precedes an abbreviation for the court which precedes the individual case number, which shall be sequentially assigned by order of receipt by the Court.
      1. For example, the first complaint the Court receives in the fall term of 2025 shall be assigned the case number “25-FA-SC-01.”

2. Likewise, the third case the Court receives in the spring term of 2026 shall be assigned the case number “26-SP-SC-03.”
- b. Each Advisory Opinion shall be assigned a case number
    - i. This case number for AOs shall follow the naming convention where the last two digits of the calendar year precede the season (fall or spring) which precedes an abbreviation designating the controversy an advisory opinion which precedes the individual advisory opinion number, which shall be assigned by order of receipt by the Court.
      1. For example, the second AO request the Court elects to opine on in the fall term of 2027 shall be assigned the case number “27-FA-AO-02.”
      2. Likewise, the fourth AO request the Court elects to opine on in the spring term of 2028 shall be assigned the case number “28-SP-AO-04.”
  - c. In all opinion, the style of the case as rendered in the Reporter publication shall begin with a heading that reads, in all capital letters and bold typeface, “THE STUDENT SUPREME COURT IN AND FOR FLORIDA STATE UNIVERSITY.”
  - d. Acceptable and encouraged fonts used in Court opinions are:
    - i. Schoolbook Century;
    - ii. Times New Roman;
    - iii. Palatino;
    - iv. Book Antiqua; and/or
    - v. Georgia.
- B) Encouraged citation styles
- a. Bluebook citations are preferred for the Court in its opinions and by litigants in their (optional) briefs when citing case law.
  - b. Provisions of the Student Body Constitution should be cited in small caps and with proper abbreviations.
    - i. For example, Article IV, section 2, subsection A, subsection 2 should be cited as “FLA. ST. U. STUDENT BODY CONST. ART. IV, § 2(A)(2).”
    - ii. Likewise, Article IV, section 5, subsection A, subsection 4 should be cited as “FLA. ST. U. STUDENT BODY CONST. ART. IV, § 5(A)(4).”
  - c. When used as a part of an in-line sentences, provisions of the Student Body Constitution may be indicated with the abbreviation of “SBC.”
    - i. For example, when citing Article IV, section 2, subsection A, subsection 2 inline the Court or litigant may refer to Article IV, section 2, subsection A, subsection 2 as SBC § 2(A)(2).
    - ii. Likewise, Article IV, section 5, subsection A, subsection 4 may be referred to inline as SBC § 5(A)(4).

- d. Provisions of the Student Body Statutes should be cited in regular typeface and with proper abbreviations.
  - i. For example, Chapter 715, section 2, subsection A, subsection 2 of our Student Body Statutes should be cited as “Fla. St. U. Student Body Stat. § 715.2(A)(2).”
  - ii. For example, Chapter 402, section 2, subsection D of our Student Body Statutes should be cited as “Fla. St. U. Student Body Stat. § 402.2(A)(2).”
- e. When used as a part of an in-line sentences, provisions of the Student Body Statutes may be indicated with the abbreviation of “SBS.”
  - i. For example, Chapter 715, section 2, subsection A, subsection 2 of our Student Body Statutes may be referred to inline as “SBS § 715.2(A)(2).”
  - ii. Likewise, Chapter 402, section 2, subsection D of our Student Body Statutes may be referred to inline as “SBS § 402.2(A)(2).”