

# THE JUDICIAL SYSTEM

## COMPLAINT PROCESS & FORMS

- When a complaint form is requested by a member of the Lawrence community, a Procedural Advisor will be assigned. you use the complaint form found on the judicial board page of the Lawrence website as the way to initiate the complaint process you should contact the dean of students office at [deanofstudents@lawrence.edu](mailto:deanofstudents@lawrence.edu) to request a procedural advisor. The Procedural Advisor is available to offer assistance with completion of the Complaint Form. If
- The Procedural Advisor is also available to assist the accused with a response to the complaint. The role of the Procedural Advisor is to provide information about the judicial process only. The Procedural Advisor is a neutral party who will not participate in the Judicial Board hearing and will not communicate with other members of the Judicial Board regarding the case. A complainant or accused party is encouraged to contact the Procedural Advisor if there are any questions.
- A completed Complaint Form should be submitted to the Dean of Students office, Raymond House, first floor. A copy of the Complaint Form will be sent to the accused who will have two work days to submit a written response. Following submission of a response, a Judicial Board hearing will be arranged.
- The complainant and the accused are encouraged to bring witnesses to the hearing. The witnesses should have relevant information to provide regarding the case and are not merely character references. Witnesses may be asked for testimony regarding the complaint, but are not present throughout the hearing. Legal counsel and others not involved in the case are not allowed to be present during the hearing.
- The complainant and the accused will be allowed to request that one specific member of the Judicial Board be dismissed from participation in the hearing with no explanation given.
- Students are encouraged to bring study materials to a Judicial Board hearing as there will be time to study while the Board deliberates.
- Any questions about the Judicial Board process or the Social Code should be directed to a Judicial Board member or Dean Lauderdale.