

# STUDENT GOVERNMENT ASSOCIATION SUPERIOR COURT

## Guide for Case Filings, Appeals, Briefs, and Oral Arguments

February 6, 2026

If you are looking to submit a case, a motion, a request, or other communication to the SGA Superior Court, you're in the right place! In general, please submit all communication, especially case filings, to our email address: [SGA Superior Court](#).

If any of your questions are not answered by this document, please either consult the Standing Rules of the Superior Court or contact the Chief Justice via email.

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## **II. Filing Your Case:**

### *What Can Be Filed?*

Roughly speaking, you can file any claim against any student or official that arises under the laws and Constitution of the SGA. You can find those laws, and the Constitution, on the SGA Website's home page.

### *The Requirements of a Filing*

When you file a case, you need to submit each of the following: (1) the party or parties bringing the case, (2) the party or parties against which the case is brought,

if applicable, (3) the court's jurisdiction over the case, (4) the subject of the dispute, (5) a statement of the facts of the case, and (6) the remedy desired.

### *The Party Bringing the Case and The Party Against which the Case is Brought*

The first and second requirements can go together, and they can be answered very easily by the process of naming your case. For example, if you are bringing suit against a specific person, your case will be [Your name] v. [Their name]. If your suit is against the SGA in general for a certain policy, your case would be [Your name] v. SGA.

### *The Court's Jurisdiction Over the Case*

This part should also be easy, but it might require research on your part. If you want to bring a case, you need to establish the rule under which we, the Court, are allowed to decide the case. For example, if you have some grievance against a non-student, you probably should not be filing that grievance with us. Our jurisdiction extends to cases arising under the Constitution and Laws of the SGA, which are found online. You should bring a claim if, and only if, you think someone has violated the Constitution or Laws, or if otherwise you think we would be authorized to help you in some way.

### *The Subject of the Dispute and A Statement of Facts*

This part is where you explain, briefly, your story. Why are you bringing a case? What happened? What right or interest of yours has been affected?

### *The Remedy Sought*

Lastly, you need to explain what you are asking the Court to do. Do you want us to award you damages? Do you want an SGA law struck down? Do you want a constitutional question answered? This will probably be a pretty easy question after telling us your story, but you should be explicit about what relief you want the Court to grant.

If you have completed all of the above steps, send an email to the Superior Court and we will promptly acknowledge the submission and let you know about the next steps.

### **III. Filing an Appeal**

Filing an appeal is roughly the same as filing an original case. The difference, of course, is that you will already have an opinion from another judicial body – the General Counsel, the Election Commission, or the Parking Appeals Board. If you're appealing the decision, presumably that means the lower court ruled against you. When you appeal, you should include all of the factors listed above in Section 2, as well as the docket number and opinion from the case below. That way, the Court knows that you're asking specifically whether the opinion below was correct.

Again, to file an appeal, collect all of the needed information and contact the Superior Court or the Chief Justice.

If you are appealing the decision of a lower court, name the lower court as the respondent in your appeal. For example, [Your Name] v. [General Counsel's Name], SGA General Counsel.

#### **IV. Briefing**

Once you've filed a case and the Court has acknowledged it (or granted certiorari, for an appeal), you will need to write a brief. A brief is a written form of legal argument that informs a court's decision-making. You need to tell the Court, in full, why we should accept your argument rather than your opponent's. Please use our templates, found on the Superior Court webpage, to help you format your brief.

To make your brief as compelling as possible, please include citations to any relevant portions of the Student Government Association Constitution, the SGA Code Annotated, or whatever other governing document or law your case relies on. These, as well as many of our prior decisions (which you should use as precedent when they are applicable) can be found on the Superior Court's website as well. If you do cite SGA authorities (laws, Constitutional provisions, cases, etc.), try to use the citation guide below so that citations can be standardized and professional.

A brief should not be excessively long but still should make sure to give the Court notice of all arguments that you might have.

#### **V. Oral Arguments**

After both parties have had the opportunity to submit briefs, the case will proceed to oral arguments. You will come to a meeting of the Superior Court, typically in the Bell Courtroom at OU Law, and answer questions about your case from the Justices. The other party to the case will have the opportunity to do the same, and then the Justices will privately deliberate and come to a decision.

The standard format for oral arguments in our Court is that Petitioner (the person filing the case) gets an initial 25 minutes, and the Respondent (the party whom the case is brought against, or sometimes the official whose opinion is being

appealed) gets 25 minutes to make their arguments. If the petitioner wishes to do so, they may reserve five minutes of the time for a closing statement / rebuttal, taken from the petitioner's 25 minutes (i.e., the petitioner will have 20 minutes for his argument and 5 minutes for his rebuttal) to be made after respondent's arguments. Do not plan on speaking for a full 25 minutes, as Justices have the opportunity to ask questions and may even interrupt if they see fit to do so. And they usually see fit to do so.

Always refer to the Justices (when speaking to them during arguments) as either their name and title, "Justice", or "Your Honor" and do not speak over them, even if they are interrupting your argument with a question.

## **VI. Timeline**

### *Filing*

After you file, you should hear back from the Court within a few days at most. The Court should include the case name, docket number, and more information about the deadline for briefing.

### *Briefing Deadline*

Typically, parties will have anywhere from a week to a month for briefing. This deadline will be based on the time of the semester, the parties' and Justices' schedules, and other factors the Court may see fit to consider. You can, if absolutely needed, ask for an extension, but do not expect one to be granted if the date for Oral Arguments has already been set.

Sometime during the briefing period, the Court will determine whether oral arguments are necessary (based on your input as well as the Court's judgment), and

will schedule them if needed. If you have a strict schedule, it is your responsibility to inform the Court.

### *Release of Opinions*

It will usually take about a week to release a written opinion in a case after it is submitted. This is to ensure that the Opinion of the Court gets a majority or plurality in favor, and that any concurring or dissenting Justices have the opportunity to add their thoughts through separate opinions (these will appear as appendices to the opinion of the Court).

## **VII. Motions**

Parties before the Court may make motions to the Court. Motions must include a plain statement of the motion's legal basis and relief sought. For example, you can ask for interim relief while your appeal is pending, and the Court will consider it on an emergency basis.

In the event that it is practical to do so, the Court will seek input from both parties on the legal basis for granting or denying the motion.

## **VIII. Conclusion and Other Information**

We appreciate you looking into filing a case and we hope you feel confident in the Judicial Branch as a resource to help clarify or solve issues within the Student Government Association. If you have filed your case and are preparing for a hearing, or if you just want more information, please refer to the Court's Standing Rules of Order, which lay out our procedures in more detail. Lastly, if you have any questions or objections to these procedures, please communicate them to the Chief Justice.

## Citation Guide

For the purpose of future readability and opinion consistency, this citation guide should be used by Justices, the General Counsel, and parties alike.

### In General

In general, and where this guide is not specific, just do your best. Abbreviate where it's reasonable, don't make anything unclear, and proofread your work. Additionally, if you have a question, please refer to the current edition of the Bluebook for your citations, or ask the Chief Justice.

### SGA Sources

#### I. Case Law

When citing past Superior Court cases, the format should be *Case Name*, SC 20YY-XXX.

Example: *Keupen v. SGA*, SC 2025-001.

When citing General Counsel Opinions, the format should be GC 20YY-XXX

Example: GC 2025-006.

When citing Election Commission Rulings, the format should be EC [Election]-  
XXX

Example: EC FA25-009.

## II. The Constitution

The Constitution is cited just like the U.S. Constitution: S.G.A. Const., art [capital roman numeral], § [number]([small letter])

Example: SGA Const., art. IV, § 4(a).

## III. Legislation

The Code is cited using the same format as the U.S. Code, but omit periods from the Code abbreviation: [title] SGACA ch. [chapter number], § [section and sub]

Example: 4 SGACA ch. 4, § 4(a)

However, in cases where the legislation was not an edit of the Code, use the following citation format: [*Short Title*], [Congressional Label]-[session no.]-[bill no.], [Senate Label and session no.]-[bill no.]

Example: *General Application Codification Act of 2023*, CB-109-12, GS23-22

## IV. Bylaws

When citing SGA Bylaws, it is automatically clear that you're citing the bylaws of a legislative body in the SGA if you name that body. Thus, a minimal amount of information is required. Use the following format: [C. or S. Bylaws] § [number.number]([sub])

Example: C. Bylaws § 3.1(2)(a)

## **V. Congress Standing Rules**

Another type of document is Standing Rules. Only the Undergraduate Student Congress and the Superior Court use Standing Rules. For Congress's rules, use the following format: C. St. R. [rule no.] § [section and sub]

Example: C. St. R. 2 § 2(C)(1)

The Superior Court Standing Rules are organized more simply, with only rule numbers. As such, cite using this format: Super. Ct. St. R. [rule no.]

## **VI. Body Minutes**

When citing the minutes of an SGA body that takes minutes (Cabinet, Superior Court, Election Commission, Congress, Senate), name the body by an abbreviation, and then add the abbreviation "mins." and the date. For example, Con. Mins. 11 Nov. 2025.

## **VII. Court Filings, Briefs, etc.**

You might want to cite a motion or brief filed in the Superior Court. When doing so, just shorten the name appropriately, as long as it's clear. For example, you might cite the Petitioner's Brief as "Ptr's. Brief", or the Petitioner's motion for summary judgment as "Ptr's. M.S.J.".

## **Other Sources**

It might be useful to cite outside decisions, such as from state or federal courts. Use bluebook citations if possible, or otherwise just make clear the case name and source.