

MEMORIAL PENALTY WORKSHEET

	A	R																					
<p>Tardiness in Submitting Memorials. <u>Rule 6.1(b), 6.1.1</u> (5 points for 1st day, 3 points per day thereafter; if both Memorials have not been submitted by 26 January, 2010, the Team will be withdrawn from the Competition.).</p> <p>A: Number of Days Late: _____ R: Number of Days Late: _____</p>																							
<p>Resubmission of Memorial. <u>Rule 6.1(e)</u> (5 points, plus any applicable late penalties).</p> <p>Explanation: _____</p>																							
<p>Improper font or paragraph formatting. <u>Rules 6.2.4, 6.2.5 and 6.5</u> (1 point per type of violation, up to 5 points). <u>Permitted fonts:</u> Times New Roman 12pt required in all parts of Memorial, excluding Cover Page but including footnotes. <u>Permitted spacing:</u> All parts of Memorial, except Cover Page, Table of Contents and Index of Authorities, must be at least double-spaced. Single-spacing is permitted within each heading and footnote, but there must be at least double spacing between each heading and footnote. Single-spacing is also permitted in block quotes of 50 words or more.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Types of violations</th> <th style="text-align: center;">A</th> <th style="text-align: center;">R</th> </tr> </thead> <tbody> <tr> <td>1. Use of incorrect font</td> <td></td> <td></td> </tr> <tr> <td>2. Use of incorrect font-size</td> <td></td> <td></td> </tr> <tr> <td>3. Use of improper line spacing</td> <td></td> <td></td> </tr> <tr> <td>4. Use of improper block quote</td> <td></td> <td></td> </tr> <tr> <td>5. Use of endnotes</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td></td> </tr> </tbody> </table>	Types of violations	A	R	1. Use of incorrect font			2. Use of incorrect font-size			3. Use of improper line spacing			4. Use of improper block quote			5. Use of endnotes			TOTAL				
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<p>Failure to Remove Tracked Changes or Comments. <u>Rule 6.2.6</u> (5 points, one-time penalty). Administrators - Please make sure to accept all tracked changes and remove comments before the memorials are given to judges for evaluation.</p> <p>Explanation: _____</p>																							

<p>Failure to include all parts of Memorial, or inclusion of an unenumerated part. <u>Rule 6.3.1</u> (2 points per part). <u>Enumerated parts:</u> Cover Page, TOC, Index of Authorities, Statement of Jurisdiction, Questions Presented, Statement of Facts, Summary of Pleadings, and Pleadings. Explanation: _____</p>			
<p>Failure to Include Necessary Information on Cover Page. <u>Rules 6.3.2</u> (2 points, one-time penalty). <u>Required info:</u> team number with A or R; name of court ("International Court of Justice"); year ("2010"); name of case ("Case Concerning the Windscale Islands"); side of memorial ("Memorial for [Applicant /Respondent]") Missing Info: _____</p>			
<p>Substantive legal argument outside of Pleadings. <u>Rule 6.3.6</u> (2 points, one-time penalty). A Location: _____ R Location: _____</p>			
<p>Excessive Length of Pleadings. <u>Rule 6.4(a)</u> <u>Limit:</u> 9,000 words (including the Conclusion/Prayer for Relief and footnotes) A Number of Words: _____ R Number of Words: _____</p>	1-100 words over	3 points	
	101-200 words over	6 points	
	201-300 words over	9 points	
	301-400 words over	12 points	
	401+ words over	15 points	
<p>Excessive Length of Summary of Pleadings. <u>Rule 6.4(b)</u> (2 points). <u>Limit:</u> 700 words A Number of Words: _____ R Number of Words: _____</p>			
<p>Excessive Length of Statement of Facts. <u>Rule 6.4(c)</u> (2 points). <u>Limit:</u> 1,200 words A Number of Words: _____ R Number of Words: _____</p>			
<p>Violation of Anonymity. <u>Rules 2.8 and 6.7</u> (Up to 10 points, or disqualification). <u>Examples of violations:</u> disclosing name of school, team members, or country. Explanation: _____ **Administrators – Please make sure to remove any offending reference to the school, team members, or their country before sending to judges.</p>			
<p>Plagiarism. <u>Rule 11.1.1</u> (1-20 points, depending on degree of violation) ** Administrators - All allegations of plagiarism must be referred to the ILSA Executive Office.</p>			
TOTAL			

