

**Team:\_\_\_\_\_\_\_\_**

**Country or Region:\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEMORIAL PENALTY WORKSHEET**

|  | | | **A** | **R** |
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| **Tardiness in Submitting Memorials.**  Rule 6.1(b), 6.2 (5 points for 1st day, 3 points per day thereafter; if both Memorials have not been submitted by 26 January, 2018, the Team will be withdrawn from the Competition.).    A: Number of Days Late: \_\_\_\_\_\_\_\_\_\_\_\_\_ R: Number of Days Late: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Resubmission of Memorial.**  Rule 6.1(e) (2 points, plus any applicable late penalties).  Explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Improper font or paragraph formatting.**  Rules 6.4(d), 6.4(e) and 6.13 (1 point per type of violation, up to 5 points).  Permitted fonts: Times New Roman 12pt required in all parts of Memorial, excluding Cover Page and page numbers but including footnotes.  Permitted spacing: All parts of Memorial, except Cover Page, Table of Contents, headings, Index of Authorities and footnotes, must be at least double-spaced. Single-spacing is also permitted in block quotes of 50 words or more.  Types of violations A R | | |  |  |
| 1. Use of incorrect font |  |  |
| 1. Use of incorrect font-size |  |  |
| 1. Use of improper line spacing |  |  |
| 1. Use of improper block quote |  |  |
| 1. Use of endnotes |  |  |
| TOTAL |  |  |
|  | | |
| **Failure to Remove Tracked Changes or Comments.**  Rule 6.5 (up to 5 points, one-time penalty).  Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |

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| **Failure to include all parts of Memorial, or inclusion of an unenumerated part.**  Rule 6.6 (2 points per part).  Enumerated parts: Cover Page, TOC, Index of Authorities, Statement of Jurisdiction, Questions Presented, Statement of Facts, Summary of Pleadings, and Pleadings.  Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Failure to Include Necessary Information on Cover Page.**  Rules 6.7(2 points, one-time penalty).  Required info: team number with A or R; name of court (“International Court of Justice”); year ("2018"); name of case ("Case Concerning the Egart and the Ibra"); side of memorial (“Memorial for [Applicant/Respondent]”)  Missing Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Excessive Length of Pleadings.**  Rule 6.12(a)  Limit: 9,500 words (including the Conclusion/Prayer for Relief and footnotes)  A Number of Words: \_\_\_\_\_\_\_\_\_  R Number of Words: \_\_\_\_\_\_\_\_\_ | 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 |
|  | |
| **Excessive Length of Summary of Pleadings.**  Rule 6.12(b) (2 points).  Limit: 700 words A Number of Words: \_\_\_\_\_\_\_\_\_\_\_ R Number of Words: \_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Excessive Length of Statement of Facts.**  Rule 6.12(c) (2 points).  Limit: 1,200 words A Number of Words: \_\_\_\_\_\_\_\_ R Number of Words: \_\_\_\_\_\_\_\_ | | |  |  |
| **Violation of Anonymity.**  Rules 2.17 and 6.15 (Up to 10 points, or disqualification).  Examples of violations: 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. | | |  |  |
| **Plagiarism.**  Rule 11.2 (1-50 points, depending on degree of violation)  \*\* Administrators - All allegations of plagiarism must be referred to the ILSA Executive Office. | | |  |  |
| **Discretionary Penalties** | | |  |  |
| **TOTAL** | | |  |  |