

**MEMORIAL PENALTY WORKSHEET**

	A	R																					
<p><b>Tardiness in Submitting Memorials.</b>  <u>Rule 6.1(b), 6.2</u> (5 points for 1<sup>st</sup> day, 3 points per day thereafter; if both Memorials have not been submitted by 26 January, 2018, the Team will be withdrawn from the Competition.)</p> <p>A: Number of Days Late: _____ R: Number of Days Late: _____</p>																							
<p><b>Resubmission of Memorial.</b>  <u>Rule 6.1(e)</u> (2 points, plus any applicable late penalties).</p> <p>Explanation: _____</p>																							
<p><b>Improper font or paragraph formatting.</b>  <u>Rules 6.4(d), 6.4(e) and 6.13</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 and page numbers but including footnotes.  <u>Permitted spacing:</u> 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.</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><b>Failure to Remove Tracked Changes or Comments.</b>  <u>Rule 6.5</u> (up to 5 points, one-time penalty).</p> <p>Explanation: _____</p>																							

<p><b>Failure to include all parts of Memorial, or inclusion of an unenumerated part.</b>  <u>Rule 6.6</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><b>Failure to Include Necessary Information on Cover Page.</b>  <u>Rules 6.7</u>(2 points, one-time penalty).  <u>Required info:</u> 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: _____</p>			
<p><b>Excessive Length of Pleadings.</b>  <u>Rule 6.12(a)</u>  <u>Limit:</u> 9,500 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><b>Excessive Length of Summary of Pleadings.</b>  <u>Rule 6.12(b)</u> (2 points).  <u>Limit:</u> 700 words A Number of Words: _____ R Number of Words: _____</p>			
<p><b>Excessive Length of Statement of Facts.</b>  <u>Rule 6.12(c)</u> (2 points).  <u>Limit:</u> 1,200 words A Number of Words: _____ R Number of Words: _____</p>			
<p><b>Violation of Anonymity.</b>  <u>Rules 2.17 and 6.15</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><b>Plagiarism.</b>  <u>Rule 11.2</u> (1-50 points, depending on degree of violation)  ** Administrators - All allegations of plagiarism must be referred to the ILSA Executive Office.</p>			
<p><b>Discretionary Penalties</b></p>			
		<b>TOTAL</b>	

