Pre-Hearing Worksheet

Today’s Date: ____________________ Hearing Date: ____________________

Responding Student Name: ________________________________________________

Reporting Party Name: ____________________________________________________

Responding Student will participate:

☐ In person  ☐ Via telephone or video conference (phone # or screen name: _________________________________)
☐ Via written documentation alone

Will a personal adviser accompany the Responding Student at the hearing?  ☐ Yes  ☐ No
If so, who? ____________________________________________________________

Does the Responding Student need special hearing accommodations?  ☐ Yes  ☐ No
If yes, please describe: __________________________________________________

Does the Responding Student need Judicial Counselor contact information?  ☐ Yes  ☐ No
If yes, provide details: ____________________________________________________
________________________________________________________________________

Reporting Party will participate:

☐ In person  ☐ Via telephone or video conference

☐ Via written documentation alone (Only if the Responding Student waives the right to cross-examine the Reporting Party per Section II.A.15 of the Student Judicial Charter of 1997.)

☐ Responding Student waives the right to cross-examine the Reporting Party     Initials: ________

Witnesses:

☐ None  ☐ Yes  List names and means of participation (In person-P; Telephone-T) if applicable:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Initial Bias Check of Panelists:

Choose One: ☐ Panel Names not yet available.  ☐ The scheduled panelists are:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Responding Student did not identify bias concerns.  ☐ Responding Student has the following bias concerns:
________________________________________________________________________
________________________________________________________________________
Reviewed the hearing script. Notes/Recommendations/Additional Information:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Hearing File Contents

- Charge Letter
- Reporting Party’s Concern and Accompanying Materials (list each document)
  1. 
  2. 
  3. 
  4. 
- Responding Student’s Position Statement and Accompanying Materials (list each document)
  1. 
  2. 
  3. 
  4. 
- Other Materials from Reporting Party and Responding Student: (list each document)
  1. 
  2. 
  3. 
  4. 
- Other Materials: (list each document)
  1. 
  2. 
  3. 
  4.
Witness Statement(s) (list each)

1. 
2. 
3. 
4. 

Deadline for new Information: ______________________

As a reminder, all evidence must adhere to the following standards:

• Relevant: Does the evidence tend to prove or disprove one or more of the issue(s) in the concern? If so, it is relevant. If not, it is not relevant.
• Credible: Is the evidence based in fact? Does it come form a first-hand or reliable source?¹

Per Section III.I.6 of the Student Judicial Charter, the Judicial Officer has the responsibility to determine what evidence is relevant. The Judicial Officer may also confer with the Judicial Panel.

Sanction Statement and Supporting Materials Submitted (If not already submitted, they are due __________.)

Additional Information: The Office of Community Standards website contains detailed information on Judicial Panel hearings, including the Penalty Code and information about sanction statements: http://studentaffairs.stanford.edu/communitystandards/responding.

Any Additional Notes: