

Student Name: _____
 Program: (circle) Transfer Career Certificate

Number Assigned: _____

Complaint Grading Rubric

CRITERIA	POINT VALUE			TOTAL
	5/4 points	3/2 points	1/0 points	
Caption	<ul style="list-style-type: none"> · Court accurately stated · County accurately stated (if applicable) · Parties and designations accurately stated · Caption formatted · Complaint appropriately titled 	<ul style="list-style-type: none"> · Some correct formatting · Some correct court and party designations 	<ul style="list-style-type: none"> · Incorrectly states court or parties · Caption not formatted · No title 	
Parties and Statement of Jurisdiction (if necessary)	<ul style="list-style-type: none"> · Identification of all parties and addresses · Correctly invokes jurisdiction of court, if necessary 	<ul style="list-style-type: none"> · Statement of some parties or jurisdiction 	<ul style="list-style-type: none"> · Omits jurisdiction where necessary · Omits party names and addresses or places of business 	
Statement of Facts of Claim	<ul style="list-style-type: none"> · Identification of all parties and locations (if not alleged already) · Concise statement of material facts of claim · Simply stated facts · Numbered paragraphs for each allegation · Complete sentences 	<ul style="list-style-type: none"> · Some material facts included 	<ul style="list-style-type: none"> · Little or no fact summary · Material facts omitted · Incomplete sentences 	(x2)
Cause(s) of Action	<ul style="list-style-type: none"> · Each cause of action (count) identified · All elements of each cause of action stated in separate numbered paragraphs · Incorporation paragraphs included 	<ul style="list-style-type: none"> · Includes most elements of causes of action 	<ul style="list-style-type: none"> · Omits cause(s) of action · Omits most or all of elements of cause(s) of action · Omits all incorporation paragraphs 	(x2)
Prayer for Relief	<ul style="list-style-type: none"> · “Wherefore” clause included · Each request for court action separately stated · Request for jury trial 	<ul style="list-style-type: none"> · Some elements of proper prayer for relief included 	<ul style="list-style-type: none"> · Omits most or all elements of proper prayer for relief 	

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	5/4 points	3/2 points	1/0 points	
Signature Block	<ul style="list-style-type: none"> · Party's name included · Attorney of record and address included · Dated 	<ul style="list-style-type: none"> · Some elements of proper signature block included 	<ul style="list-style-type: none"> · Omits party's name · Omits attorney's name and address 	
Appearance of Body and Signature Block	<ul style="list-style-type: none"> · Paragraphs individually numbered · Consistency in headings, fonts and numbering · Formatted and spacing · Overall professional appearance 	<ul style="list-style-type: none"> · Some formatting, spacing and overall professional appearance 	<ul style="list-style-type: none"> · Paragraphs not individually numbered · Unformatted 	
Writing	<ul style="list-style-type: none"> · Produces clear and well-organized writing that responds appropriately using standard American English · Complete sentences · Accurate spelling, punctuation, and capitalization 	<ul style="list-style-type: none"> · Produces mostly clear and well-organized writing that mostly responds appropriately using standard American English · Mostly grammatically correct 	<ul style="list-style-type: none"> · Writing is not clear or well-organized and/or does not respond appropriately using standard American English · Fragment or run on sentences · Incorrect grammar, punctuation and spelling 	
Critical Thinking	<ul style="list-style-type: none"> · Properly evaluated the evidence and data relevant to the assignment 	<ul style="list-style-type: none"> · Evaluated some of the evidence and data relevant to the assignment 	<ul style="list-style-type: none"> · Failed to properly evaluate the evidence and data relevant to the assignment 	
Computer Fluency	<ul style="list-style-type: none"> · Used word processing software applications to produce a properly formatted document with no errors or only minor errors 	<ul style="list-style-type: none"> · Used word processing software applications to produce a document containing some significant errors 	<ul style="list-style-type: none"> · Failed to use word processing software applications to produce a properly formatted document and/or produced a document containing many significant errors. 	
OVERALL TOTAL				
OVERALL PERCENTAGE SCORE = OVERALL TOTAL ÷ 60 (Number of possible points)				

Instructor comments: