2026

MEMORIAL GUIDELINES

APPLICABLE FOR MUNLawS 2026 INTERNATIONAL COURT OF JUSTICE COMMITTEE



UNIVERSITY OF LJUBLJANA
Faculty of Law

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MUNLawS 2026
MEMORIAL GUIDELINES

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1. GENERAL

Each team of Agents for the Applicant and the Respondent participating in the MUNLawS Conference must prepare an Applicant or a Respondent Memorial, based on their designated allocation.

The Secretariat shall ensure that the Agents representing the Applicant and the Respondent receive one another's contact details by 1 November 2026 to facilitate their joint preparation of the Memorial for their respective parties.

2. PURPOSE OF THE MEMORIAL

Writing a Memorial enables Agents to conduct independent legal research into the key issues of the case, identify the relevant legal principles and arguments supporting the position of the party they represent, and present their findings in a structured legal document. Memorials also allow the opposing party to familiarise itself with the legal arguments and claims advanced by the other side before the oral proceedings at the Conference. Furthermore, they provide the Judges with an initial basis for assessing each Agent's level of preparation, legal reasoning, understanding of the case, and ability to apply relevant international law to the issues before the Court.

3. FORMAT OF THE MEMORIAL

3.1. Length

Memorials must be **at least fifteen (15) pages** long and must **not exceed twenty (20) pages**.

3.2 Paper Size and Margins

All pages of the Memorial must be in **A4 format**, size 21.0 x 29.7 cm. All margins (top, bottom, left, and right) must be set to 2.54 cm using the **'Normal' setting** in Word. The MUNLawS Secretariat may reformat a Memorial that does not comply with these rules.

3.3 Font

Memorials must be written in **Times New Roman** font, **size 12.** Footnotes must be **sized 10**.

3.4 Line Spacing

The text of all parts of the Memorial must be **1.5 spaced**, except for the Cover Page, Table of Contents, Index of Authorities, headings, and footnotes which should be **single spaced**.

3.5 Text Alignment

The text of all parts of the Memorial must be aligned with the margins (justified text alignment), except for the Cover Page.

3.6 Grading

Failure to comply with the formatting requirements shall negatively affect the grading of the Memorial.

4. MEMORIAL CONTENT

The Memorial must contain the following parts:

1. Cover Page;
2. Table of Contents;
3. Statement of Facts;
4. Pleadings;
5. Prayer for Relief;
6. List of Authorities.

4.1 Cover Page

The front cover of each Memorial must contain the name of the Court, year of the MUNLawS Conference, name of the case, title of the document (Memorial for Applicant or Memorial for Respondent) and “A” for Applicant or “R” for Respondent written in the top right-hand corner of the front cover.

4.2 Table of Contents

The Table of Contents must list all sections and subsections of the Memorial, together with their corresponding page numbers.

4.3 Statement of Facts

The Statement of Facts shall include a short summary of the facts of the case. It shall not be longer than one (1) page. The Statement of Facts shall not include unsupported facts, distortions of stated facts, argumentative statements, or legal conclusions. Participants will be judged based on their ability to conform the facts to their arguments without creating new facts or drawing unreasonable inferences from the Fictional Case.

4.5 Pleadings

The main part of each Memorial should be the Pleadings. They can be divided into smaller sections, so each section encompasses a different legal issue. The presentation of each legal issue shall include the description of the issue, rule(s) pertinent in deciding the issue stated, application of the rule to the Fictional Case and conclusion on the rule.

4.6 Prayer for Relief

This part of the Memorial shall set out what the party is asking the Court to decide.

4.7 List of Authorities

All sources used in the body of the Memorial must be cited in the List of Authorities.

List of Authorities should be divided into the following categories: Treaties and Conventions, United Nations documents, International cases and arbitral decision, Municipal cases and laws, Other Sources - books, journal articles, etc. Within a specific category, the references should be in alphabetical order.

5. CITATION

Footnotes must be used to identify the source of statements or propositions made in the body of the Memorial. Footnotes shall be placed at the bottom of the respective page.

Sources shall be cited according to **APA 7 rules of citation**. Legal documents (treaties, resolutions, declarations …) shall be cited in accordance with **Bluebook citation** format.

Where possible, ibid should be used. *Ibid*, from Latin *ibidem* "in the same place", repeats the previous author and title and whatever else is identical and was mentioned beforehand.

All sources mentioned in the footnotes must also be cited in the reference list/list of authorities and vice versa all sources cited in the reference list/list of authorities must be mentioned at least once in the footnotes.

6. USE OF ARTIFICIAL INTELLIGENCE AND PLAGIARISM

The submission of a Memorial written by generative artificial intelligence (AI) is prohibited. Presenting another person's ideas, arguments, or written work as one's own without proper acknowledgment or citation of the original source, is also prohibited.

The Secretariat reserve the right to examine all submitted Memorials with plagiarism detection software and AI-content assessment tools.

Plagiarized Memorials, as well as Memorials receiving an AI-generated content score exceeding 30%, shall be disqualified. In such cases, the Memorial shall be graded as if it has not been submitted.

7. SUBMISSION OF THE MEMORIAL

The Memorial must be **submitted in Portable Document Format (PDF) format**. The document must be titled in the following manner: *Applicant / Respondent – International Court of Justice – Memorial.*

The Memorial must be **submitted through the official MUNLawS 2026 website** (https://www.munlaws.com/) by navigating to the International Court of Justice page via the '2026 Committees' tab. Should any technical difficulties arise during submission, the Memorial may **alternatively be sent by email to**: academics@munlaws.com. The Memorial shall be considered submitted once it has been successfully received in the website's database or in the designated email inbox.

The deadline for the submission of Memorials is 14 November 2026 at 23:59 Central European Time (UTC+1). **Failure to submit a Memorial, or failure to submit a Memorial before the deadline, shall result in ineligibility for the Best Agent award at the 2026 MUNLawS Conference.**

