

## ***Notice To Parties Appearing Before The Columbus Civil Service Commission***

### **Scheduling**

Commission disciplinary appeals are scheduled on a “first filed, first heard” basis. When an appeal is filed, it is automatically scheduled for the next available hearing date. Unless otherwise requested, sworn employees are scheduled before the Full Commission (three Commissioners) and all other employees are scheduled before a Trial Board (one Commissioner and two Civil Service staff members).

### **Continuances**

Continuances are to be requested in writing no later than three weeks prior to the scheduled hearing date. Such requests must contain the reason the continuance is being requested and are subject to the approval of the presiding Commissioner. If a request for a continuance is not made at least three weeks prior to the scheduled hearing, the person requesting the continuance (or one of his/her representatives) must appear at the scheduled hearing in order to formally make the continuance request to the Commission.

### **Pre-Hearing Conference**

Prior to your scheduled hearing date, you or your attorney/representative will be scheduled to appear before a Commission Hearing Officer at a pre-trial hearing conference. The purpose of this conference is to identify the issues in dispute, the witnesses, their expected testimony, and the exhibits, both joint and individual.

### **Witnesses**

If either party wishes the Commission to subpoena witnesses, then the party must provide a pre-hearing statement at the pre-hearing conference. The purpose of the pre-hearing statement is to give a detailed account of what you expect the testimony of each witness to be. The Commission will review this statement at its regular meeting on the day of the pre-hearing conference and decide to whom subpoenas will be issued. The pre-hearing statement must include the complete name and address, with zip code, of each individual to whom a subpoena will be mailed. The Commission staff is not responsible for researching or correcting mailing addresses.

### **Exhibits**

Please provide one (1) original and four (4) copies of each exhibit to be presented during the hearing. The original is to be given to the Secretary to be marked for the official file. The other copies are for the three panel members and the other party.

**Please remember and advise your witnesses that hearings are being taped and that you need to *speak up and directly into the microphone* to make sure everything is recorded properly. *Standing or walking while speaking prevents your voice from being recorded.***