

STATE PERSONNEL BOARD, STATE OF COLORADO
CASE NO: _____

PREHEARING STATEMENT

_____,
Complainant,

v.

_____,
_____,
_____.

Respondent.

The numbered paragraphs below refer to the numbered paragraphs in the Prehearing Order. Please type or print clearly in black ink.

1. The specific action of the respondent (i.e., demotion, termination of employment) being appealed.

2. The date the complainant received written notice of the action.

3.

(a) The job title of position held by complainant at the time the dispute arose:

(b) Complainant has worked for the State of Colorado in this position since:

(c) Complainant has been certified in this position since:

(d) Job title of complainant's current position (if different from answer to 3. (a) on previous page):

4. The issues to be resolved at hearing are (i.e., complainant did or did not do the act/acts for which discipline was imposed; the discipline imposed was/was not reasonable, given the complainant's conduct):

(Please attach additional sheets, if necessary.)

5. A concise statement of all points of law which are to be relied upon or which may be in controversy, citing pertinent statutes, regulations, cases and other authority.

(Please attach additional sheets, if necessary.)

6. The essential facts which are undisputed or should be admitted as undisputed:

7. The essential facts which are in dispute:

(Please attach additional sheets, if necessary.)

8. List the name, address, and telephone number of any witness you might call at hearing. Also, give a brief summary of what you expect them to testify to. Note if any of the listed witness will be called as an expert witness; and if so, state the person's qualifications.

Witness #1:

Name : _____

Address: _____

Telephone : _____

Testimony : _____

Witness #2:

Name : _____

Address : _____

Telephone : _____

Testimony : _____

Witness #3:

Name : _____

Address : _____

Telephone : _____

Testimony : _____

Witness #4:

Name : _____

Address : _____

Telephone : _____

Testimony : _____

Dated this _____ day of
_____, 200__.

Signature of person completing this form.

CERTIFICATE OF MAILING

This is to certify that on the _____ day of _____, 200__, I hand delivered [] or placed in the United States mail, first class, postage paid [] the original of the foregoing **Prehearing Statement** to the following address:

State Personnel Board
1525 Sherman Street, 4th Floor
Denver, Colorado 80203

And I hand delivered [] or placed in the United States mail, first class, postage paid [] a copy of the foregoing **Prehearing Statement** to the following address:

