

**STATE PERSONNEL BOARD, STATE OF COLORADO**

Case No. \_\_\_\_\_

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**COMPLAINANT'S (Unopposed) MOTION FOR-----** (The purpose of your motion. Example: "Motion for Extension of Time to File Information Sheet")

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**(YOUR NAME),**

Complainant,

v.

**(THE AGENCY'S NAME),**

Respondent.

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1. **Duty to Confer.** In the first paragraph of the motion, as required by Board Rule 8-52(A) you ("*Complainant*") must state that prior to filing the motion that you conferred with the legal counsel for the opposing party ("*Respondent*") in person, by telephone or email about your intended motion. If you made a good faith effort to contact the legal counsel for the Respondent and you were unable to confer, you must state the reason why in the motion. (Example: "*Counsel was out of town at a conference and was not available to confer*")

If, when you confer, the Respondent is unopposed to your motion, you should note that in the heading for your motion (Example: "*Complainant's **Unopposed** Motion to.....*"). If Respondent opposes your motion, note that fact in your motion (Example: "Respondent opposes my request for an extension of time").

2. In the body of your motion, you must state the reason why you are filing the motion (Example: "*I am requesting a five day extension of time from December 6 to December 11 to file my Information Sheet. I am in the process of packing and moving to a new home and will need additional time to complete the Information Sheet.*")

3. You must show that there is good cause for your request, in order for the Administrative Law Judge to grant the requested relief. "Good cause" means a good reason for making your request that is not due an act or omission on your part. Board Rule 1-49 provides a detailed description of "good cause".

DATED this \_\_\_\_ day of  
-----, 201--.

*Your Signature*

Your Name  
Your Mailing Address  
Your E-mail Address

**CERTIFICATE OF MAILING**

I certify that on this date----- (*insert date*) I have duly served a true and correct copy of the foregoing document (insert the heading as it appears on your motion--Example: **“COMPLAINANT’S UNOPPOSED MOTION FOR EXTENSION OF TIME TO FILE INFORMATION SHEET”**) by (insert means you used to send copy: *electronic mail, U.S. Mail, etc.*) to the following:

*(Name, title, address and email of the Respondent’s Legal Counsel to whom you are sending a copy)*

**NAME OF RESPONDENT’S ATTORNEY**

**TITLE** (Example: “Assistant Attorney General”)

**ADDRESS:** 1300 Broadway, 10<sup>th</sup> Floor  
Denver, CO 80203

**RESPONDENT ATTORNEY’S EMAIL ADDRESS**

*Your Signature*