

CHECKLIST FOR PREPARING EXHIBITS

Action

Check when complete

All exhibits must be filed with a Table of Contents
A Table of Contents form is included in the fillable forms.

Each exhibit must be separated by indexed tabs
Exhibit Tab forms are included in the fillable forms.

Example:



Each exhibit must be clearly marked
either as “Appellant’s Exhibit {number}” or “Respondent’s
Exhibit {number}”

See Exhibit Example in Forms

CHECKLIST FOR PREPARING EXHIBITS

Action

Check when complete

All exhibits must be in a binder or folder

Example:



All exhibit binders or folders must contain a title page with the date and time of the hearing, the Civil Service Board number and the name of the party who is filing the exhibits

A “Exhibits Title Page” form is included in the fillable forms.

Each party must file **six (6) sets of exhibits (6 binders or folders)** with the Board Administrator within fourteen (14) calendar days of the date of the hearing if an expedited hearing and within thirty (30) calendar days of the date of the hearing if a formal hearing

The Board Administrator will promptly distribute the exhibits to each Board member and the opposing party upon receipt.