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MARCH 12, 2024

NOTICE OF HEARING

**MARTHA MANSFIELD
FOR THE
STATE CIVIL SERVICE COMMISSION**

**CLAIBORNE BUILDING
1ST FLOOR - ROOM # 1-131
1201 NORTH THIRD STREET
BATON ROUGE, LOUISIANA
225-342-8070**

MONDAY, APRIL 8, 2024, at 09:00 AM

Public hearing on the appeal of MARY MILLICAN vs. DEPARTMENT OF CHILDREN & FAMILY SERVICES; Docket No.: S-18903. W. Brett Conrad, Jr. is representing the employee and Concepcion "Koki" Otero is representing the agency.

Instructions: Subpoenas are issued in accordance with Civil Service Rule 13.21. The request for subpoenas shall contain: 1) the names of the witnesses; 2.) the street addresses where the witnesses can be served (if a formal subpoena) or the agency where the witness is employed if a state employee; and 3) a brief statement of what is intended to be proved by each witness.

In your subpoena request please list all State employees by agency, and then list all formal requests by name and address where the person may be served.

A continuance (postponement) of the hearing will only be granted based on a written motion and accompanying order, with documents attached supporting the reason you are requesting a continuance. It will only be granted for compelling cause or to serve the ends of justice. Obtaining an attorney at the last minute is not good cause. If you are given a continuance and your appeal is ultimately granted, the Commission or the Referee may deny you any compensation for that portion of time lost by reason of the continuance. See Rule 13.18. We accept all filings by fax to 225-342-8058 and by email to dscs.appeals@la.gov. If there has been a continuance issued for prior hearing dates, new subpoenas must be requested by parties for the hearing dates in this notice.

NOTE: We ask that all exhibits, to be introduced during the hearing, be submitted on a thumb drive.

NOTE: Equipment is available for viewing video recordings in the Claiborne hearing room. If there are any video exhibits that need to be shown at the hearing, please give the court at least 2 weeks' notice before the hearing.

NOTE: Any person attending or participating in a Civil Service Hearing MUST comply with Covid-19, prevention guidelines of the building where the hearing will be conducted, or State Civil Service.