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**OCTOBER 25, 2022**

**NOTICE OF HEARING**

**MARTY MANSFIELD**

for the

**STATE CIVIL SERVICE COMMISSION**

**Swanson Correction Center for Youth**

**4701 S. Grand**

**Monroe, LA 71202**

**318.651.4805**

**TUESDAY, December 13, 2022**

**9:00 AM** Public hearing on the appeal of **VS. OJJ - SWANSON CENTER FOR YOUTH, Docket No. 18841**. Malcom X Larvadain is representing the employee; and Nikki Essix-Manuel is representing the agency.

**Instructions:** Subpoenas are issued in accordance 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](mailto:dscs.appeals@la.gov)

**NOTE: WE ASK THAT ALL EXHIBITS BE SUBMITTED ON A THUMB DRIVE.**

Please note that any person attending or participating in a Civil Service Hearing **MUST** comply with Covid-19, prevention guidelines of the agency, the building where the hearing will be conducted, or State Civil Service.