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JANUARY 7, 2025

NOTICE OF HEARING

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

**DOTD MONROE DISTRICT 05
CONFERENCE ROOM C
8010 DESAIRD STREET
MONROE, LA 71203
318.342.0131**

THURSDAY, JANUARY 30, 2025, at 09:00 AM

Public hearing on the appeal of COURTNEY HIGGINS vs. LDH - MEDICAL VENDOR ADMINISTRATION; Docket No.: S-18974. The employee is self-represented and Edward Brossette 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.

NOTES:

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

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.

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.

If you are disabled and need accommodations to appear and/or testify at this hearing, please call the Appeals Section immediately.