



Byron P. Decoteau, Jr., Director

Post Office Box 94111

Baton Rouge, LA 70804-9411

225.342.8274

Appeals Division, 225.342.8070

scsinfo@la.gov

civilservice.la.gov

NOVEMBER 12, 2024

NOTICE OF HEARING

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

**PINECREST DEVELOPMENTAL CENTER
CONFERENCE CENTER (1ST BUILDING ON THE RIGHT)
100 PINECREST DRIVE
PINEVILLE, LA 71360
318.641.2172**

MONDAY, JANUARY 06, 2025, at 09:00 AM

Public hearing on the appeal of JENNIFER BANKS vs. LDH-OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES - PINECREST SUPPORTS AND SERVICE CENTER; Docket No.: 18991. The employee is self-represented and William F. Coco 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.