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August 18, 2021

**NOTICE OF HEARING**

**MARTY MANSFIELD**

for the

**STATE CIVIL SERVICE COMMISSION**

**OFFICE OF JUVENILE JUSTICE**

**MONROE REGIONAL OFFICE**

**1907 WASHINGTON STREET**

**MONROE, LOUISIANA 71207**

**(318) 362-5000**

**THURSDAY, SEPTEMBER 30, 2021**

**10:00 a.m.** Public hearing of the appeal of **JANICE SULLIVAN vs. DPSC-OJJ-SWANSON CENTER FOR YOUTH, DOCKET NO. S-18557**. W. Brett Conrad and Jill Craft are representing the employee, and Nikki Essix-Manuel is representing the agency.

cc: William Sommers  
Ginger Krieg  
Alana Collins

AP:MKM:kap

**NOTE: ANY EVIDENCE NEEDING TO BE SUBMITTED ELECTRONICALLY, NEEDS TO BE SUBMITTED ON A JUMP DRIVE.**

**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.

NOTE: We accept all filings by fax to 225-342-8058 and by email to [dscs.appeals@la.gov](mailto:dscs.appeals@la.gov)

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