Byron P. Decoteau, Jr., Director
Post Office Box 94111
Baton Rouge, LA 70804-9111
Appeals Division 225.342.8070
scs-appeals@civilservice.la.gov
civilservice.la.gov

NOVEMBER 16, 2026

NOTICE OF HEARING

MICHELLE BUTLER vs. DEPARTMENT OF CHILDREN & FAMILY SERVICES
DOCKET NO.: S-19291

THURSDAY, FEBRUARY 18, 2027, at 10:00 AM

UNIVERSITY OF LA AT MONROE
HR CONFERENCE ROOM
700 UNIVERSITY AVENUE | COENEN HALL
MONROE, LA 71209*
318.342.5140

OLIVIA MARCHAND
FOR THE
STATE CIVIL SERVICE COMMISSION

Public hearing on the appeal of MICHELLE BUTLER vs. DEPARTMENT OF CHILDREN & FAMILY SERVICES; Docket No.: S-19291. The employee is self-represented, and Concepcion "Koki" Otero represents 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. Subpoenas not relevant to the issues in this appeal may be denied.

A continuance 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 compelling 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 because of the continuance. See Rule 13.18(b). We accept all filings by email to scs-appeals@civilservice.la.gov.

NOTES:
All exhibits to be introduced during the hearing must be brought to the hearing on a USB drive. Equipment is available for viewing videos in the Hearing Room.
If you are disabled and need accommodations to appear and/or testify at this hearing, please call or email the Appeals Section immediately.

*From 165N, take a right onto Northeast Drive (light where Taco Bell is)
Take a left at the first streetlight onto University Avenue
Take a right onto LaSalle Street (after the Clinic/Counseling Center)
Park in the parking lot to your right and walk around to the front of Coenen Hall (enter the doors to the left of the building when facing the building