

STATE PERSONNEL BOARD, STATE OF COLORADO

Case No. _____ [Insert case number]

COMPLAINANT'S RESPONSE TO _____ [Instruction: please indicate the purpose of your response. For example, "Response to Motion to Dismiss" or "Response to Order to Show Cause."]

_____, [Insert your name]

Complainant

v.

_____, [Insert the name of the State Agency/Employer]

Respondent

The Complainant submits this response:

In the space below, provide your:

RESPONSE TO MOTION. Please state if you disagree with a motion filed by Respondent and the reasons you disagree. Provide all legal authority that supports your response. Your legal authority might be a Board Rule, a case, a statute from the Colorado Revised Statutes, a provision of the Colorado Constitution, or other legal authority.

OR

RESPONSE TO ORDER: Please provide a detailed response to an Order you received from the Board. Provide all legal authority that supports your response.

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DATE, SIGNATURE & INFORMATION ABOUT YOU	
Full name of the person filing this response:	Signature:
Email address and phone number of the person filing this response:	Date:

SERVICE

You must provide a copy of this Response to the other side. Please indicate below who received a copy of this Response. Also indicate how you delivered the copy. Email delivery is preferred. You may use more than one method of delivery.

Party:	Delivery Method
Colorado Attorney General's Office Name of attorney: _____ Employment Section 1300 Broadway, 10th Floor Denver, CO 80203	<input type="checkbox"/> U.S. Mail <input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> Hand-delivery/courier <input type="checkbox"/> Email (specify address):
Other Party (if applicable):	<input type="checkbox"/> U.S. Mail <input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> Hand-delivery/courier <input type="checkbox"/> Email (specify address):

CERTIFICATE OF SERVICE

I hereby certify that I have served this Response upon the parties listed above on the date listed below.

Signature:

Date:

FILING CHECKLIST

You must complete each of these filing steps. Note that you may need to hand deliver your filing to ensure timely receipt.

Hardcopy mailed, hand-delivered, faxed, or emailed to State Personnel Board, 1525 Sherman Street, 4th Floor, Denver, Colorado 80203. Fax number is 303-866-5038. Do not fax documents in excess of ten pages. Email address is dpa_state.personnelboard@state.co.us