BEFORE THE NEW MEXICO STATE PERSONNEL BOARD

 **[NAME OF APPELLANT],**

 **Appellant,**

 **v. Docket No. 17-\_\_\_\_\_\_**

**[NEW MEXICO DEPARTMENT],**

 **Appellee.**

**STIPULATED PRE-HEARING ORDER**

**I. CONTESTED FACTS AND ISSUES:**

 ----list any contested facts and issues----

**II. STIPULATIONS:**

 ----a statement as to matters not in dispute----

**III. RELIEF SOUGHT BY APPELLANT:**

 ----a statement by Appellant as to relief or remedy sought----

**IV. WITNESSES:**

For Appellant:

 ----list each witness with a brief summary of her/his testimony and related documentary evidence----

For Appellee:

 ----list each witness with a brief summary of her/his testimony and related documentary evidence--------

The parties have the right to interview and depose each other's witnesses at a mutually agreeable date, time, and place.

# V. EXHIBITS:

For Appellant:

 ----list each exhibit----

For Appellee:

 ----list each exhibit----

**VI. DEADLINES:**

The parties will submit a final list of witnesses and request for subpoenas: \_\_\_\_days prior to Hearing.

The parties will submit a final list of exhibits: \_\_\_\_ days prior to Hearing.

The parties will submit exhibit binders: \_\_\_\_ days prior to Hearing.

(not less than 3 days prior to Hearing).

Discovery demands will be made no later than: \_\_\_\_ days prior to Hearing.

Discovery motions will be made no later than: \_\_\_\_ days prior to Hearing

(not less than 10 days prior to the close of discovery).

Discovery will close: \_\_\_\_ days prior to Hearing.

The parties will file any non-discovery motions: \_\_\_\_ days prior to Hearing

**VII. ALTERNATIVE DISPUTE RESOLUTION (ADR) (check one):**

\_\_\_\_The parties agree to participate in ADR.

\_\_\_\_The parties do not agree to participate in ADR.

If the parties agree to ADR, please notify the State Personnel Office in writing within fourteen (14) days of the date of the Acceptance of Appeal; Scheduling Order.

**VIII. HEARING:**

The Hearing in this matter is set for \_\_\_\_\_\_\_\_, 2017.

The estimated duration of the Hearing is \_\_\_\_\_\_ day(s).

**IX. CURRENT CONTACT INFORMATION:**

Appellant:

 Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appellee:

 Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appellant's signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appellee's signature

Approval as to form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Law Judge's signature