



## **INSTRUCTIONS FOR FILING AN OBJECTION**

The parties in a matter may file written objections, but not post-hearing evidence, to the hearing officer's Proposed Findings of Fact, Conclusions of Law, & Recommendation to the Board within **fifteen (15) calendar days** after receipt of the Proposed Findings of Fact, Conclusions of Law and Recommendation. The Board may extend this time upon request and showing of good cause. The party filing an objection shall serve copies of the objection upon the other party.

### **Completing the Objection**

1. Download the form from the Arizona State Personnel Board website.
2. Complete all the blank fields, in addition to your written objection.
  - a. The form is pdf. fillable and can be completed electronically.
3. The form can be signed electronically by either printing or signing your name.
  - a. We accept conformed signatures.
4. After you've completed the form, send it via email to the following parties;
  - a. Hearing officer appointed to your case
  - b. The respondents attorney
  - c. The Arizona State Personnel Board at [appeals@personnel.az.gov](mailto:appeals@personnel.az.gov)
5. Once submitted, you'll receive a confirmation email from the Arizona State Personnel Board of receipt.

**You may contact the Arizona State Personnel Board at (602) 542-3888 or by email at [appeals@personnel.az.gov](mailto:appeals@personnel.az.gov), with any questions.**