



## **INSTRUCTIONS FOR FILING A REQUEST TO STRIKE HEARING OFFICER**

A party who is not a peace officer or probation officer, may request to strike the hearing officer appointed to their appeal by filing a request in writing with the Arizona State Personnel Board within **five (5) business days** after receipt of the first hearing notice. The request shall state the reasons for striking the hearing officer. The Board shall not grant a change of hearing officer unless the party demonstrates a clear case of bias or prejudice. In the case of a peace officer or probation officer as defined in A.R.S. Title 38, Chapter 8, the employee may request to strike the hearing officer appointed to hear an appeal within **ten (10) calendar days** of the appointment of the hearing officer with or without cause. Any subsequent requests may be granted only on a showing that a fair and impartial hearing cannot be obtained due to the prejudice of the assigned hearing officer.

### **Completing the Request to Strike Hearing Officer**

1. Download the form from the Arizona State Personnel Board website
2. Complete all the blank fields, in addition to your reasons for requesting a hearing officer change.
  - 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. 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.
6. Thereafter, a decision will be rendered by the Arizona State Personnel Board and, at that time, all parties will be notified of the Board's decision in writing.

**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.**