



## **INSTRUCTIONS FOR FILING A REQUEST FOR CONTINUANCE**

A request for continuance is a request that one party files with the hearing officer seeking authorization from the Arizona State Personnel Board, or its designated hearing officer, to move a hearing date. A request for continuance must be made no less than five (5) days prior to the scheduled hearing date and shall not be granted absent a showing of good cause. Good cause includes, but is not limited to, scheduling conflicts and unavailability of witnesses. The hearing officer shall grant or deny a request for continuance in his or her discretion.

### **Completing and filing the Request to Continue Hearing**

1. Download the form from the Arizona State Personnel Board website.
2. The form is pdf. fillable and can be completed electronically.
  - a. Be sure to complete all blank fields, in addition to the reason for the request.
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 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. Please allow for 3 to 5 business days for the hearing officer to render a ruling in your request.
6. If granted, you'll receive an updated Notice of Hearing with the new hearing date and time the matter will be heard.

**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.**