

Kern County Civil Service Commission Hearings

Timeline for Items Due

IF HEARING IS SET MORE THAN 20 CALENDAR DAYS FROM THE FILING OF THE APPEAL:

10 Business days after hearing scheduled:	Full Bill of Particulars (BOPs)citing the incidents and events which occurred to support the action taken against the employee. Two (2) copies of the BOPs are to be provided to the employee, three (3) copies and an electronic version to be filed with the CSC Officer.
10 Business days prior to first hearing day:	All objections (motions) to substantive or procedural sufficiency of notice, process or proceeding must be filed with the CSC Officer and served.
5 Calendar days prior to first hearing day:	Witness list, joint exhibit list, party exhibit list, time estimate, case summary and list of stipulated facts must be filed with the CSC Officer.
2 Business days prior to first hearing day:	All responses to objections must be filed and served.
First hearing day:	Parties to address stipulated exhibits, stipulated facts, unresolved pre-hearing motions, witness scheduling problems.
Exhibits	All exhibits are to be pre-marked. The CSC Officer is to be provided three (3) three-hole punched copies of each exhibit not in the BOPs. The copies are to be provided at the time the exhibit is introduced.