

COMMONWEALTH OF PENNSYLVANIA

[Appellant] : State Civil Service Commission
:
v. :
:
[Agency] AND :
[Indispensable Party Name (if any)], :
Indispensable Party : Appeal No. [#####]

MOTION FOR CONTINUANCE

- I. This application is made to continue the hearing scheduled for [month] [day] [year] before the State Civil Service Commission (hereinafter “Commission”).
- II. The [appellant’s/appointing authority’s/Office of Administration’s/ indispensable party’s] basis for this motion:
- III. [Appellant/appointing authority/Office of Administration/indispensable party] were contacted on month] [day] [year] regarding their position on this Motion for Continuance.
- IV. [Appellant/appointing authority/Office of Administration/indispensable party] is [opposed/not opposed] to the Motion for Continuance for the following reasons:
- V. Alternative Dates: The undersigned proposes the following (3) alternative dates for the Commission’s hearing:
 - 1) [month] [date] [year]
 - 2) [month] [date] [year]
 - 3) [month] [date] [year]

[Name]
[Submitting Party]

SUBMITTED:

cc: [appellant]
[appellant's attorney (if any)]
[appointing authority's attorney]
[Office of Administration's attorney (if applicable)]
[indispensable party (if any)]
[indispensable party's attorney (if any)]
State Civil Service Commission

SAMPLE