



Civil Service Division
Request for Continuance
CSD _____

You may use this form to request a continuance for you or someone you are representing in the complaint process. A request for continuance shall be filed in writing and shall include the cause for the request and a statement of agreement or disagreement by the other party(s). A continuance shall be granted only in those instances where extraordinary circumstances exist and have been shown. A request for continuance that extends the hearing or mediation past the 30 business day limit as set forth in 62 O.S. Section 34.301(C) will not be granted.

A request for continuance shall be submitted in writing no less than three calendar days before the scheduled date of the event.

Name of the complainant _____

Agency of record _____

Requesting a continuance for a Mediation Pre-Hearing Conference Hearing

Currently scheduled date _____

Please explain your cause for this request:

Statement of agreement or disagreement by the other party(s):

Please email this completed form to CivilServiceDivision@omes.ok.gov. If approved, you will receive an updated notice of the dates and times requiring your attendance.

Signature _____

Date _____