



**CITY OF ATLANTA  
CIVIL SERVICE BOARD**

**VIRTUAL HEARING RULES AND PROCEDURES  
Civil Service Board for the City of Atlanta  
Revised July 10, 2020**

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**1.0 Failure to Appear at Hearing**

Failure to appear/log-on on the date and time scheduled, or within fifteen (15) minutes after the hearing has been opened on the record, shall result in one of the following:

- (a) Rescheduling of the case;
- (b) Dismissal of the case; or
- (c) The appearing party may proceed to present the case and a decision shall be rendered based on the evidence presented.

**2.0 Change of Address**

Appellants are required to notify, in writing, the Department of Human Resources of any changes in address or telephone numbers. Address changes should be sent to:

[AtlantaCSB@atlantaga.gov](mailto:AtlantaCSB@atlantaga.gov)

**3.0 Request for Continuance**

Request from any party for a continuance will be granted at the discretion of the Civil Service Board Chairperson, hearing officer or panel chairperson. Requests will be granted for good cause, which includes but is not necessarily limited to legal and documented court excuses, and only if the request is presented no later than three (3) business days prior to the hearing date. The Board may consider request for continuances that are made after the established guideline if the requester demonstrates good cause that prevented a timely request. Any charges incurred by the City resulting from a party not requesting a continuance within three business days of the hearing may be billed to that party. All requests for continuance and any opposition thereto must be made in writing to:

[AtlantaCSB@atlantaga.gov](mailto:AtlantaCSB@atlantaga.gov)

Notice of the request must also be sent to the opposing party. Parties will be notified by the Chairperson of the Civil Service Board regarding the granting or denial of a request for a continuance.

#### **4.0 Pre-Hearing Motions**

Pre-hearing motions will be ruled upon the day of the hearing, after the case has been called to order and arguments on the motion have been heard. If a motion presents technical difficulties, the parties may be asked to submit a written brief to further clarify the issue. Then the Board will rule on the motion.

#### **5.0 Hearing Format**

- (a) The hearing officer/panel shall read or cause to be read the charges and the parties shall identify themselves on the record.
- (b) Opening statements from both parties.
- (c) Presentation of witnesses:

*City proceeds first.*

Direct examination  
Cross examination  
Re-direct examination  
Re-cross examination

*The same procedure is followed by the Appellant.*

- (d) The hearing officer/panel may question a witness at any time during the presentation of testimony.
- (e) Either party may reserve the right to recall any witness. If said right is not reserved, the witness may be excused for the remainder of the hearing.
- (f) Closing statements from both parties, with the City having the burden of proof proceeding first.

#### **6.0 Witness' Sworn Testimony**

Witness shall give testimony under oath and may be sequestered until called to testify.

#### **7.0 Party Representation**

An opportunity shall be afforded both parties a representative of their choice. All arrangements for providing legal counsel shall be the responsibility of the party desiring such representation.

#### **8.0 Exhibits**

All exhibits shall be marked for identification prior to submission by the presenting party.

If you intend to offer any exhibits during the Virtual Hearing, you **MUST** email them (**in one email**) to the Board Coordinator, Kandice Harmon ([AtlantaCSB@AtlantaGA.Gov](mailto:AtlantaCSB@AtlantaGA.Gov)), before the hearing begins, preferably by Noon the day before the hearing.

The subject line of the email should say: Virtual Hearing Exhibits of (City of Atlanta or Appellant) Case No. \_\_\_\_\_

The documents must be in PDF format and pre-marked (or saved) by Exhibit No. For example, save each exhibit as a separate PDF, and name each PDF as CITY1, CITY2, etc.

If you have voluminous exhibits please contact the Board Coordinator at [AtlantaCSB@atlantaga.gov](mailto:AtlantaCSB@atlantaga.gov) for additional information.

## **9.0 Evidence**

Formal legal rules of evidence shall not be strictly applied. The hearing officer/panel shall follow the rules of evidence recognized under Georgia law, as applied to similar quasi-judicial/administrative hearings.

## **10.0 Notice of Proposed Adverse Action and Notice of Final Adverse Action**

The City shall enter into evidence a copy of the Notice of Proposed Adverse Action and the Notice of Final Adverse Action.

## **11.0 Objections**

Objections by parties shall be addressed to the hearing officer/panel with a stated reason for such objection. The hearing officer or panel chairperson will make a ruling on such objection on the record.

## **12.0 Hearing Decorum**

Proper decorum and civility will be required by the hearing officer/panel during the hearing. Advocates will address any concerns to the hearing officer/panel during the hearing. Conversations during the hearing between parties will be minimized. The hearing officer/panel will remove from the hearing any person disrupting the orderly conduct of the hearing or using profane or abusive language.

## **13.0 Record of Hearing**

All hearings will be recorded by an official court reporter. Any party desiring to obtain a transcript shall arrange, at his/ her expense, to have the court reporter prepare a transcript.

## **14.0 Legal Construction**

Nothing contained herein shall be construed in such manner which is inconsistent with any laws of the State of Georgia or of the Atlanta City Code of Ordinances.