

# OSAH FORM 1

This form is available online at <http://www.ganet.org/osah/form.html> or by telephone request at (404)657-2800.

OSAH USE ONLY DOCKET NUMBER:	AGENCY CODE <b>REGENTS</b>	CASE TYPE <b>AA</b>	DOCKET NUMBER	COUNTY	JUDGE
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NAME OF REFERRING AGENCY: **BOARD OF REGENTS**

Use This Form for Adverse Action (AA) Cases ONLY

COUNTY OF EMPLOYEE'S RESIDENCE: \_\_\_\_\_

DATE OF REQUEST FOR HEARING: \_\_\_\_\_

### CONTACT PERSON IN REFERRING AGENCY

NAME:	TEL NO:	FAX NO:
CURRENT ADDRESS INCLUDING ZIP CODE ON HEARING REQUEST	POSITION	EMAIL: PAGER:

### ATTORNEY FOR REFERRING AGENCY

ATTORNEY NAME:	TEL NO:	FAX NO:
CURRENT ADDRESS INCLUDING ZIP CODE	GEORGIA BAR NO:	EMAIL: PAGER:

### EMPLOYEE

NAME:	TEL NO:	FAX NO:
CURRENT ADDRESS INCLUDING ZIP CODE ON HEARING REQUEST	JOB POSITION HELD WITH BOARD OF REGENTS	EMAIL: PAGER:

### EMPLOYEE'S ATTORNEY:

EMPLOYEE'S ATTORNEY NAME:	TEL NO:	FAX NO:
CURRENT ADDRESS INCLUDING ZIP CODE	GEORGIA BAR NO:	EMAIL: PAGER:

PARTY REQUESTING THE HEARING:  REFERRING AGENCY  EMPLOYEE  EMPLOYEE'S ATTORNEY  
FOR PUPOSES OF THIS HEARING, THE PARTY INDICATED WILL BE  PETITIONER  RESPONDENT IN THIS MATTER.

DOCUMENT INITIATING THE HEARING: As "Attachment 1" to this form, attach the document initiating the hearing.

ISSUES TO BE RESOLVED: As "Attachment 2", attach an outline of legal issues and factual matters to be resolved at the hearing including specific statutes or rules to be applied at the hearing.

SPECIAL REQUIREMENTS: As "Attachment 3", attach a sheet identifying any statutes or rule (state of federal) establishing any specific time deadlines or procedures that are to be applied by OSAH in resolving the matter referred.

SERVICE OF DOCUMENTS: In addition to routine service on the agency's attorney, the agency contact person requests the following:

- No service of documents prior to certification of the file to the agency after a decision
- Service of all documents prior to certification of the file to the agency after a decision
- Service of a copy of the notice of hearing
- Service of a copy of a continuance
- Service of copy of any interim orders.

All such documents will be mailed to the referring agency at the address indicated for the contact person to the contact person's attention unless written instructions provide an alternative place for service.