WHEREAS, the Civil Service Commission desires to implement rules regarding
the role of the Administrative Counsel during the Discovery period of a case; and

THE CIVIL SERVICE COMMISSION desires to add a MISCELLANEOUS RULE
SECTION for efficient operation;

THEREFORE, IT IS RESOLVED that the following rules be duly adopted:

C.S.C. RULE 800 E (1) (a) CONTINUANCE

The Commission’s Administrative Counsel is empowered to
grant continuances in the date of hearing, so long as the
continuance is applied for more than seven days before the
date sought to be continued.

C.S.C RULE 900: DISCOVERY

1) The Commission’s Administrative Counsel shall control the
nature and scope of discovery between the parties,
including, but not limited to, the following:

A. Issue orders compelling discovery;
B. Issue orders limiting the scope and nature of discovery;
C. Issue orders establishing dates for completion of discovery; and
D. Issue protective orders regarding discovery.

2) Any order regarding discovery that is issued by
Administrative Counsel is subject to review by the
Commission, if a party requests such a review by filing an
appropriate motion with the Commission within forty-eight
(48) hours (holidays and weekends excluded) of receipt of
the order.
C.S.C. RULE 1000: MISCELLANEOUS

1) All pleadings, motions, and other writings which are filed with the Commission shall identify the Commission's Case Manager who is assigned to the action by placing his or her name immediately below the identity of the attorney or lay representative who prepared the document.

BE IT FURTHER

RESOLVED, That these rules shall take effect as of the execution of this Resolution; and be it further

RESOLVED, That the Executive Director, with the advice of the Administrative Counsel, shall provide the necessary guidelines for the implementation of these rules.

Duly and regularly adopted this 6th day of May 1999.

RICHARD J. UNTALAN
Chairman

MANUEL R. PINAUN
Vice Chairman

Joaquin T. Angoco
Commissioner

Julia R. Cruz
Commissioner

Zenon J. Belanger, Jr.
Commissioner

Priscilla T. Tuncap
Commissioner

John V. Gerber
Commissioner