

**NOTICE OF APPEAL BEFORE
THE MISSISSIPPI EMPLOYEE APPEALS BOARD**

	APPELLANT
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VERSUS	NO.
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	RESPONDENT
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NOTE: Supplemental pages may be attached if needed.
Do not write on the reverse sides of this form or any supplemental page.

1. Name, mailing address, telephone number, and email address of Appellant:

2. Name, mailing address, telephone number and email address of Appellant's attorney, if any:

3. Appellant's employing agency (if different from Respondent):

4. Appellant's relevant employment information:

- a) work station (town, city, county) and organizational location (bureau, division, branch) within employing agency (if applicable):
- b) immediate supervisor (if applicable):
- c) job title (if applicable):
- d) date of hire with employing agency (if applicable):
- e) date of termination from employing agency (if applicable):
- f) Statement of the facts, in sufficient detail, upon which the appeal is taken, including the effective date of any alleged grievable action, and why such action is in error:

5. Appellant's Statement of the final action taken and/or decision made as a result of the agency-level grievance proceedings, including the effective date of such final action:

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6. Appellant's Statement of relief requested:

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7. List of any documents, exhibits and/or supplemental pages which Appellant has attached to this Notice of Appeal:

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Signature of Appellant:

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Date:

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NOTE: To file an appeal, the Appellant should fill out and return this form to the Mississippi Employee Appeals Board, 210 East Capitol Street, Suite 800, Jackson, MS 39201. The Notice of Appeal must be accompanied by copies of all documents generated by the agency-level grievance proceedings, which took place prior to the filing of the appeal. A fee of one hundred dollars (\$100.00) in the form of a cashier's check, bona fide attorney's check, or money order made payable to the Mississippi Employee Appeals Board must be filed by the Appellant with the Notice of Appeal. Cash or personal checks will not be accepted. The rules governing appeals are found in Section 10.7 of the Mississippi State Personnel Board Policy and Procedures Manual. See also Mississippi Code Annotated §§ 25-9-101 through 25-9-151 and §§ 25-9-301 through 25-9-305.