

# CHECK LIST

## FILING A CONSOLIDATED APPEAL/DISPUTE FORM

*This check list will help ensure that you have completed everything necessary to file your appeal. Please take a minute to go through it.*

- Read the directions attached to the appeal form!
- Describe the actions being appealed or disputed.
- Note the date you received verbal or written notice of the action.
- Attach a copy of the written notice you received on the action you are appealing (or explain why you cannot do so.)
- If you retain an attorney as legal representative provide the attorney's name and contact information as required.
- Check all boxes that apply to you in your appeal or dispute.
- If you are filing a "whistleblower" appeal attach a separate complaint form available at the State Personnel Board offices or on the SPB web site <https://www.colorado.gov/spb>
- SIGN the appeal form.
- Hand deliver or mail a complete copy of your appeal to "Respondent" noted in item #3.
- Keep a copy of your appeal for your own records.