

**BEFORE THE LEVEL I HEARING EXAMINER
AT _____ UNIVERSITY**

_____,
Grievant,

v.

Docket No. _____
(_____, **Hearing Examiner**)

UNIVERSITY,
Respondent.

NOTICE OF CONFERENCE

A Level I Conference on this grievance will be held on the _____ **day of** ,
_____, **20**____, **at** ____:_____. m., in the _____ conference room, located
at _____, _____, West Virginia.

Bring with you at least three(3) copies of each document you intend to introduce at the
conference.

Level I Hearing Examiner

Dated: _____

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**UNIVERSITY,
Respondent.**

CERTIFICATE OF SERVICE

THE UNDERSIGNED, does hereby certify that the foregoing “**NOTICE OF CONFERENCE**”, was served by depositing same in the United States Mail, first class postage prepaid, addressed to:

*Grievant
Address
Address*

*Name of Representative/Attorney
Address
Address*

*Attorney General Representing Institution
Higher Education Policy Commissions
1018 Kanawha Blvd. E.
Legal Division – 8th Floor
Charleston, WV 25301*

Administrative Assistant (Person sending notice)