

MUNICIPAL DISCIPLINARY ACTION BOARD

City of _____
Petitioner

vs.

CASE:

Respondent

NOTICE OF HEARING
(Informal)

This will serve as a notice that the above-stated case will be presented to the Municipal Disciplinary Action Board ("Board") for hearing on _____, 20__ at City of _____ City Hall. _____ The case is being presented for informal hearing based on your Election of Rights. Since you have elected an informal hearing, you will not be allowed to contest the facts. However, you will be allowed to explain to the Board why events occurred as they did.

Although your attendance at the proceeding is not mandatory, you are strongly urged to appear in the interest of your license and registration. Should you wish to attend, listen carefully for your name and come forward when you hear it. If you are unable to personally appear at the meeting, and you wish to submit a written statement in response, please forward said statement and any supporting documentation to the undersigned as soon as possible. Said statement and supporting documentation will be made available to and considered by the members of the Board at the time disciplinary action is imposed.

You may obtain more information regarding the scheduling of your case by calling the Board office at (863) 533-0278. If you require further information, contact the undersigned at (863) _____.

I certify that a true and correct copy of this Notice was sent by U.S. Mail to _____, Respondent _____, Florida on this _____ day of _____, 20__.

City of _____
By: _____
_____ Building Official

Address: _____

Telephone Number: (863) _____

cc: Municipal Disciplinary Action Board