

**City of Seattle
Civil Service Department**

VOLUNTARY REQUEST TO WITHDRAW APPEAL

This matter was before the: ☐ **Public Safety Civil Service Commission** ☐ **Civil Service Commission**

¹ Appellant Name:	¹ Case No:
¹ Respondent:	

¹ Denotes required field

Please select the appropriate action below:

- ☐ I am the above-named **Appellant** and hereby withdraw my appeal in the above referenced matter. *Although you are not required, you may state the reason for withdrawal.*

Reason for Withdrawal: _____

Appellant: _____ Date: _____

- ☐ I am the above-named **Authorized Representative** of the Appellant and hereby withdraw the appeal in the above-referenced matter on the Appellant's behalf.

- ☐ I am the **Authorized Representative** of the Appellant. Respondent and Appellant have entered into a settlement agreement which resolves the appeal to the satisfaction of the Appellant. (See: PSCSC Rule 6.07b-CSC Rule 5.22). *The settlement agreement is attached for the record.*

Authorized Representative: _____

Title: _____ Date: _____

- ☐ The **Appellant and Respondent** have entered into a settlement agreement which resolves the appeal and is stipulated by the parties. (See: PSCSC Rule 6.07b-CSC Rule 5.22).

Appellant: _____ Date: _____

or

Authorized Representative: _____

Title: _____ Date: _____

Respondent or Representative thereof: _____

Title: _____ Date: _____

Please submit this completed form via email to andrea.scheele@seattle.gov and Teresa.jacobs@seattle.gov or mail to the commission office: 700 Fifth Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-4729

PSCSC Rule 6.07 b. Upon resolution of a matter prior to hearing any party may request the dismissal of the matter. A stipulation signed by both parties should be submitted to the Commission prior to such dismissal.