

**City of Seattle**  
**Civil Service Department**

**VOLUNTARY REQUEST TO WITHDRAW APPEAL**

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

<i>'Appellant Name:</i>	<i>'Case No:</i>
<i>'Respondent:</i>	

*<sup>1</sup>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](mailto:andrea.scheele@seattle.gov) and [Teresa.jacobs@seattle.gov](mailto: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.*