

**Scott M. McNair**

**Phoenix, Arizona** 

June 9, 2003

State of Arizona Personnel Board  
1400 West Washington, Suite 280  
Phoenix, AZ 85007

To Whom It May Concern:

This is to inform you that in accordance with A.R.S. 12-909, on June 5 2002, a civil action was filed against you in the Superior Court of Arizona, Maricopa County.

Pursuant to A.R.S. 12-904.B, the record the case heard by your agency (No. 02-56, McNair v. Maricopa County Department of Transportation) must be transmitted to the Superior Court for inclusion in its record of case LC2003-000539-001.

The record shall consist of the following:

1. The original agency action from which review is sought.
2. Any motions, memoranda or other documents submitted by the parties to the appeal.
3. Any exhibits admitted as evidence at the administrative hearing.
4. The decision by the administrative law judge and any revisions or modifications to the decision.
5. A copy of the transcript of the administrative hearing.

Any other items relevant to the case should also be transmitted to such.

Sincerely,

Scott M. McNair