

State of Michigan  
Civil Service Commission  
**OFFICE OF TECHNICAL COMPLAINTS**  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909  
FAX (517) 241-9099

**INSTRUCTIONS:** Attach this form to the complaint to certify that you have also sent a copy to the appointing authority.

**TECHNICAL APPOINTMENT COMPLAINT  
PROOF OF SERVICE TO APPOINTING AUTHORITY**

NAME AND MAILING ADDRESS OF FILING PARTY		
NAME (PLEASE PRINT)	STREET ADDRESS	
CITY	STATE	ZIP
APPOINTING AUTHORITY SERVED	DELIVERY METHOD USED	
NAME AND ADDRESS	<input type="checkbox"/> PERSONAL DELIVERY <input type="checkbox"/> FIRST CLASS U.S. POSTAL SERVICE <input type="checkbox"/> OVERNIGHT MAIL SERVICE <input type="checkbox"/> INTERDEPARTMENTAL MAIL <input type="checkbox"/> CERTIFIED U.S. POSTAL SERVICE: RECEIPT NO. _____ <input type="checkbox"/> OTHER: _____	
DOCUMENTS SERVED		
I, _____, certify that on _____, I served the appointing authority, at the address shown above, with a copy of the following documents (use additional pages, if necessary):		
1.		
2.		
3.		
4.		
5.		
SIGNATURE		
SIGNATURE	DATE	