



1           3.       **Preliminary Motions.** Any preliminary motions, such as additional intervention  
2 or disqualification, shall be filed by October 5, 2023, opposition by October 10, 2023 and reply by  
3 October 23, 2023.

4           4.       **The Record.** Appellee shall prepare the Record and provide it to the Clerk's  
5 Office by October 26, 2023. The Record shall have numbered pages and be assembled  
6 consistent with CBJ Code 01.50.030(g). The Clerk shall notify parties that a digital copy of the  
7 Record is available for pick up by October 30, 2023, and if practicable the Clerk may also  
8 distribute a copy of the Record electronically.

9           5.       **Supplementation of the Record.** Appellant may file a Motion to Supplement  
10 the Record along with either the documents which Appellant desires to add to the Record or the  
11 document request for the documents in the possession of Appellee which Appellant desires to  
12 add to the record. Appellant's Motion to Supplement the Record shall be filed by November 9,  
13 2023. If there is no objection the Appellee shall include those documents as a supplement to  
14 the Record. If there is an objection the Appellee shall file any Opposition by November 16,  
15 2023, and Appellant may file any Reply by November 22, 2023.

16          6.       **Simplification or Settlement of the Issues.** The issues are identified in the  
17 appeal. The parties may file a Joint Statement of Issues on Appeal clarifying the issues listed  
18 in the Notice of Appeal. The Joint Stipulation, if any, shall be filed by November 16, 2023.

19          7.       **Form of Motions.** Any motion or filing shall be submitted as a separate  
20 document, typed, double spaced, and signed by the party submitting. Inquiries, comments, and  
21 informal motions may be disregarded. Preparation and submission of stipulations, admissions,  
22 depositions, subpoenas, affidavits, exhibits and other forms of pre-filed evidence is allowed to  
23 the extent permitted by subsection CBJ 01.50.110(e).

24          8.       **Filing.** All Motions or Briefs shall be filed electronically by e-mailing to the  
25 Clerk, at [City.Clerk@juneau.org](mailto:City.Clerk@juneau.org), a PDF document of the filing, unless a different format is

1 specified by the Clerk. A party filing a document by electronic mail shall retain the original  
2 and produce it for inspection upon request of another party or as ordered by the hearing officer.  
3 Documents filed by electronic mail shall be due by noon on the date the filing is due. If received  
4 by the Clerk after noon will be deemed to have been filed the next day that is not a Saturday,  
5 Sunday or holiday. If the document is too large to be electronically mailed to the Clerk, the  
6 filing may be made by delivering an original and 2 copies to the office of the Clerk by noon on  
7 the due date. The Clerk may distribute documents as a courtesy, but is not obligated to do so. It  
8 is the responsibility of the parties to check with the Clerk and pick up briefs and other materials  
9 from the Clerk.

10 9. **Service.** All documents filed electronically shall also be served by  
11 electronic mail on the following:

12 Appellant: Karla Hart, self represented, [karlahart@gmail.com](mailto:karlahart@gmail.com)  
13

14 Appellee: CBJ PC, Attn. Sherry Layne, Assistant Municipal Attorney,  
15 [sherri.layne@juneau.gov](mailto:sherri.layne@juneau.gov),  
16

17 Attorney Advisors for the Assembly: Emily Wright, [emily.wright@juneau.gov](mailto:emily.wright@juneau.gov) and  
18 Robert Palmer, [robert.palmer@juneau.org](mailto:robert.palmer@juneau.org).

19 Intervenor, Huna Totem, Garth Schlemlein, [gas@soslaw.com](mailto:gas@soslaw.com), Even J. Garcia,  
20 [ejg@soslaw.com](mailto:ejg@soslaw.com), and Dan Bruce, [dbruce@bbslawyer.com](mailto:dbruce@bbslawyer.com).  
21

22 For any document submitted other than by electronic mail, the party must submit with  
23 the filing an affidavit stating that all other parties and the Attorney Advisors have been  
24 notified by electronic mail of the filing.  
25

1 The Clerk may also provide courtesy notice to the PC Chair, Michael Levine.

2  
3 10. **Briefing Schedule.** Appellant's Brief shall be due by November 30, 2023  
4 Appellee's Brief and any intervenor brief shall be due by January 2, 2024. Appellant's Reply  
5 Brief, if any, shall be due by January 16, 2024.

6 11. **Hearing.** The hearing on the appeal shall be at **2 p.m. January 24, 2024** via  
7 Zoom. Each side shall have 30 minutes, which Appellant may divide between opening and  
8 rebuttal time. The time allotted will include time for questions.

9 12. **Assembly Contact.** No party shall discuss the merits of this appeal with any  
10 member of the Assembly.

11  
12 DATED this 25th day of September, 2023.

13  
14  
15 HEARING OFFICER

16 

17 By: Scott A. Brandt-Erichsen