

STATE OF MINNESOTA  
OFFICE OF ADMINISTRATIVE HEARINGS  
FOR THE DEPARTMENT OF HUMAN SERVICES

In the Matter of the Revocation of the License  
of Lynette Hoveland and Denise Putz

**SCHEDULING ORDER**

This matter came before Administrative Law Judge Manuel J. Cervantes on a Notice of and Order for Hearing, filed August 16, 2010.

Edward Kaiser, Assistant County Attorney, represents Ramsey County Human Services (County) and the Minnesota Department of Human Services (Department). Ms. Hoveland and Ms. Putz (Respondents) represent themselves.

I am enclosing some information for Respondents from the Office of Administrative Hearings website (*Contested Case Hearing Preparation* and *How to Be a Good Witness*) to help them prepare for the hearing. There is information in the *Contested Case Hearing Preparation* document on how to contact the Volunteer Lawyers Network concerning possible legal representation.

**IT IS HEREBY ORDERED:**

1. By 4:30 p.m. on **Friday, September 24, 2010**, each party will file and serve copies of the pre-labeled exhibits that it proposes to offer into the hearing record. The Department shall label its exhibits sequentially using numbers. The Respondents shall label their exhibits sequentially using letters.
2. By 4:30 p.m. on **Friday, September 24, 2010**, each party will file and serve a list of the witnesses that it intends to call at the evidentiary hearing, including a short summary of the proposed testimony.
3. By 4:30 p.m. on **Thursday, September 30, 2010**, the parties will file and serve a statement (under Minn. R. 1400.6950 (2)) detailing any objection to the foundation of any written exhibit.
4. A hearing in this matter will be held at the Ramsey County Offices, 50 West Kellogg Boulevard, Suite 560, St. Paul, MN 55102 on **Tuesday, October 5, 2010**, beginning at 9:30 a.m.

Dated: August 27, 2010

s/Manuel J. Cervantes  
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MANUEL J. CERVANTES  
Administrative Law Judge