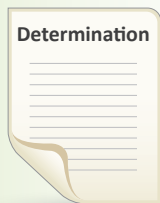
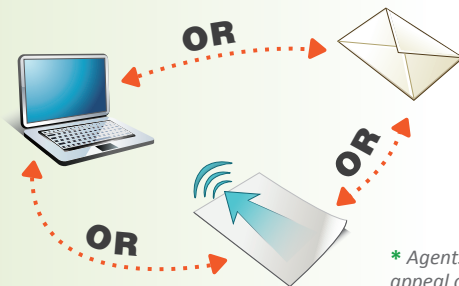


## DETERMINATION



You **disagree with a determination** involving an applicant or a notice involving your unemployment account and decide to appeal.

## FILING THE APPEAL



You can file your appeal **online**, by **fax**, or by **mail\***.

\* Agents **must** file an appeal online.

## HEARING IS SCHEDULED



A **telephone hearing** is scheduled.

A notice of hearing and related documents will be mailed to the employer or their agent.

## PREPARE FOR HEARING



1. Review "Appeal Hearing Guide"
2. Fax or mail any new supporting information to the appeals office **5 or more days before the hearing.**
3. Notify the Appeals office of any witnesses, representatives, or the need for an interpreter.
4. You can view appeal hearing documents in your account.

## IMPORTANT



**Timeliness is critical.** You must file your appeal within **20 calendar days** from the date on the determination.



## THE HEARING

An **unemployment law judge** conducts a **telephone hearing** with you.

## RESOURCES

Instructions for Filing an Appeal  
"Appeal Hearing Guide"



## THE DECISION



The unemployment law judge makes a **decision** and sends it out to you. If the decision involves both you and your former worker, then both of you will receive the decision.



If your **former worker was involved** in the appeal, then the judge will include that person in the hearing as well.

