



COMMONWEALTH of VIRGINIA  
**Virginia Employment Commission**

Commission Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441  
804-786-4140 or Virginia Relay 711 or 800-828-1140 · FAX 804-786-9034

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00041699036006969612

A-CLA-015



SSN: xxx-xx-\*\*\*\*  
Docket: UI-\*\*\*\*\*-C  
Date

Name  
Street Address  
City, State, Zip

This Notice of Commission Telephonic Hearing for Oral Argument for the hearing scheduled for Month, Day, Year was mailed this \_\_\_ day of Month, Year to the following:

**CLAIMANT:** Name, Street Address, City, State, Zip

**LIABLE EMPLOYER:** Name, Street Address, City, State, Zip



# COMMONWEALTH of VIRGINIA

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### Notice of Commission Telephonic Hearing for Oral Argument

**Name,** Claimant

v.

**Name,** Liable Employer

SSN: xxx-xx-\*\*\*\*

Docket: UI-\*\*\*\*\*-C

The (appellant) filed an appeal from the decision of the Appeals Examiner, UI-\*\*\*\*\*, mailed Month, Day, Year.

The issues in this appeal are:

**Code of Virginia § 60.2-618(2):** Was the claimant discharged for misconduct connected with work?

**Code of Virginia § 60.2-618(1):** Did the claimant leave work voluntarily without good cause?

The Virginia Employment Commission will hold a telephone hearing on **Month, Day, Year, at \*\*: \*\* A.M./P.M.** During this hearing, you can explain the reasons you should win this appeal. YOU WILL NOT BE ALLOWED TO PRESENT ANY ADDITIONAL EVIDENCE at this hearing.

You must call the Clerk of the Commission at 804-786-4140 or Virginia Relay 711 or 800-828-1140 before the scheduled hearing time and provide the telephone number where we can reach you for the hearing. You must do this even if you have given us a phone number previously or you will not be called.

### IMPORTANT ADDITIONAL INFORMATION AND INSTRUCTIONS ARE ON THE BACK OF THIS PAGE

Given under my hand the \*\* day of Month, Year.

*Stephanie L. De La Cruz*

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Clerk of the Commission

## **IMPORTANT INFORMATION AND INSTRUCTIONS**

### **THE HEARING:**

- The Commission will make a decision even if you do not participate.
- If you decide not to participate, you may submit a written statement explaining why you should win the appeal. Written statements should be mailed or faxed to the Clerk of the Commission.
- If you hire an attorney, you are responsible to pay for the services.
  - Free legal services may be available by calling Legal Aid at 866-534-5243.
  - You may also find an attorney by calling the Lawyer Referral Service of the Virginia State Bar at 800-552-7977.
  - If you hire an attorney, you must immediately give their name, address, and telephone number to the Clerk of the Commission.

**POSTPONING (RE-SCHEDULING):** If you are not able to participate in the scheduled hearing, you may request a postponement. A request for postponement must be made as soon as possible by telephone to the Clerk of the Commission at 804-786-4140 or Virginia Relay 711 or 800-828-1140. You will be required to send documentation to support your postponement request.

**REOPENING:** Any party to an appeal who was unable to participate in the scheduled hearing can request (in writing) a reopening of the case *no later than 10 days from the date the decision is mailed*. The Commission can only grant a reopening if good cause is shown.

**CHANGE OF MAILING ADDRESS:** You must tell us if your address changes. Filing a change of address with the U. S. Postal Service does not change your address with the Commission.

**WITHDRAWING (CANCELING) YOUR APPEAL:** You must tell us in writing if you want to withdraw your appeal. The Commission will decide if the appeal should be canceled and send you the decision.

**ACCOMMODATION REQUEST:** The Virginia Employment Commission is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Email [reasonableaccommodations@vec.virginia.gov](mailto:reasonableaccommodations@vec.virginia.gov) or call Virginia Relay 711 or 800-828-1140 to request accommodations.

**LANGUAGE SERVICES:** If you need an interpreter or translation services, call the Clerk of the Commission immediately at 804-786-4140 or Virginia Relay 711 or 800-828-1140.

### **Mail or fax all your letters about this appeal to:**

Clerk of the Commission  
Virginia Employment Commission  
P. O. Box 26441  
Richmond, Virginia 23261

Fax # 804-786-9034