



COMMONWEALTH of VIRGINIA

Virginia Employment Commission

First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441

804-786-3020 · 800-552-4500 · Virginia Relay 711 or 800-828-1140

FAX 804-786-8492

Name
Address

Docket:
[Date]



A-FLA-010

SSN:

This Notice of Telephonic Hearing Before an Appeals Examiner for the hearing scheduled for [Date], was mailed this ___ day of _____, 20___, to the following:



COMMONWEALTH of VIRGINIA

Virginia Employment Commission

First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441

804-786-3020 · 800-552-4500 · VA Relay 711 or 800-828-1140

FAX 804-786-8492

**Notice of Telephonic Hearing Before
An Appeals Examiner**

Claimant, Name

v.

Liable Employer, Name

SSN:

Docket Number:

And

Subsequent Employing Unit, Name

You are notified that there will be a hearing in this case before an Appeals Examiner of the Virginia Employment Commission.

The hearing will be held on **[Date]** at **[Time] Eastern Time Zone**

- To participate in this hearing, **YOU MUST CALL US ONCE YOU GET THIS NOTICE** and provide the telephone number(s) where you and any witnesses can be reached on the date and time of the hearing. Do this even if you have given us your phone number before.
- Call us at 804-786-3020, 800-552-4500, or Virginia Relay 711 or 800-828-1140 to register your phone number(s) and the phone number(s) of any witnesses you want to call on your behalf. Ask for a confirmation number when you register. Write this number down as proof you registered.
- If you prefer to register online, go to: <https://va3.c2tinc.com/register>. Write the confirmation number down as proof you registered.
- **You must register your phone number(s) before the hearing if you want to participate.** If you do not, you will not be called and the hearing will be held without you.

The following statutory provisions and issues will be considered:

This Notice of Telephonic Hearing mailed on the [Date]

Clerk of the Commission

READ AND FOLLOW THE IMPORTANT INSTRUCTIONS ON REVERSE SIDE

IMPORTANT INFORMATION AND INSTRUCTIONS

PARTICIPATING IN THE HEARING: THIS HEARING MAY BE YOUR ONLY CHANCE TO GIVE EVIDENCE. You must be prepared to present your case at the scheduled hearing.

- **You must register your phone number in advance.**
- If you use a cell or cordless phone to participate, make sure your battery is charged, you have available minutes on your plan, and you have good service coverage in your area. You cannot participate while driving.
- Make sure your phone line is free at the time of the hearing. If you do not answer your phone on the day and time of the hearing, you will lose your chance to participate in the hearing.
- Sit in a quiet place at the time of the hearing.
- If you lose your connection during the hearing, call 804-786-3020, 800-552-4500, or VA Relay 711 or 800-828-1140 to let us know you were disconnected.

EVIDENCE: When you participate in the hearing, have everything needed to present your case with you, such as employer rules, letters, doctor's statements, check stubs, contracts, time records, etc. Send copies of any document you will use at the hearing to the Clerk of the Commission and to all opposing parties at least two business days before the hearing. Make sure you have a copy of all documents you have sent and those sent to you by the Commission and other parties with you at the time of the hearing.

WITNESSES: You must arrange for your witness(es) to participate in the hearing. You must register your witnesses' phone number(s) before the day of the hearing. Do not coach your witnesses. Your witnesses must testify from their own memory.

ACCOMMODATION REQUESTS: 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 or call Virginia Relay 711 or 800-828-1140 to request accommodations.

LANGUAGE SERVICES: If you need an interpreter or translation services, contact the Clerk of the Commission immediately.

POSTPONING OR RESCHEDULING THE HEARING: Postponements will only be granted for good cause. If you want to request a postponement, contact the Clerk of the Commission immediately. If your request is denied, the hearing will be held at the scheduled date and time. If we do not let you know that your request has been granted, you should appear for the hearing at the scheduled date and time.

IMPARTIAL HEARINGS & CHALLENGE TO THE INTEREST OF APPEALS EXAMINER: If you believe the Appeals Examiner is not impartial or has an interest in the outcome of the hearing, you may make a challenge to the Appeals Examiner's interest. The challenge must be made promptly after you discover facts supporting your challenge, but no later than the date the decision is mailed. Unless made during the hearing, your challenge must be in writing and say why you believe the Appeals Examiner is not neutral. Send your challenge to the Chief Appeals Examiner in care of the Clerk of the Commission.

DECISION: The decision of the Appeals Examiner will be mailed to the parties. It will explain your appeal rights.

REQUEST TO REOPEN: Anyone unable to participate in the hearing may ask to reopen the hearing. Your request should be made in writing as soon as possible after the hearing and sent to the Clerk of the Commission. Tell us the reasons why you should be given a reopening. Reopening may be granted only for good cause.

WITHDRAWING OR CANCELING YOUR APPEAL: The party who filed the appeal may ask to withdraw or cancel the appeal at any time. The request must be in writing, signed by the appealing party, and sent to the Clerk of the Commission.

ADDITIONAL INFORMATION AND INSTRUCTIONS: Review your Notice of Appeal (sent earlier) for other important information about the appeal hearing and appeal process. Also review the "Important Instructions" sheet included in this packet.

MAIL OR FAX ALL YOUR LETTERS ABOUT THIS APPEAL TO:

Clerk of the Commission

**First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-3020 · 800-552-4500 · VA Relay 711 or 800-828-1140
FAX 804-786-8492**