



COMMONWEALTH of VIRGINIA
Virginia Employment Commission

Commission Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-4140 · FAX 804-786-9034

Notice of Appeal



A-CLA-010

SSN:
Docket:

CLAIMANT

LIABLE EMPLOYER

SUBSEQUENT EMPLOYER

An appeal has been filed from a Decision of Appeals Examiner mailed <FLA decision date mailed>, concerning the claimant's claim for unemployment benefits. The appeal is dated <file date> and filed by the <appellant type>.

COMMISSION APPEALS
(Appeals from a Decision of the Appeals Examiner)

All appeals to the Commission shall be decided on the basis of a review of the evidence in the record developed by the Appeals Examiner. The Commission will not automatically schedule a hearing in this case. If either party wishes a hearing to present additional testimony, evidence or oral argument, a written request setting forth the grounds must be submitted to the Clerk of the Commission within fourteen (14) days from the mailing of this notice. Generally, all Commission hearings are held in person in Richmond, Virginia. However, the Commission may permit oral argument hearings to be conducted by conference call if all parties consent.

The Commission's Special Examiners shall follow the guidelines listed below when determining whether to direct the taking of additional evidence by the Commission. The Commission may, on its own motion or upon petition by either party, direct the taking of additional evidence only if:

1. It is affirmatively shown that the additional evidence (A) is material and not merely cumulative, corroborative or collateral and (B) could not have been presented at the prior hearing through the exercise of due diligence and (C) is likely to produce a different result at a new hearing; or
2. The record of proceedings before the Appeals Examiner is insufficient to enable the Commission to make proper, accurate or complete findings of fact and conclusions of law.

This Notice of Appeal mailed on <mail date>.

Clerk of the Commission

READ THE IMPORTANT INFORMATION FOR EACH PARTY ON REVERSE SIDE.

IMPORTANT INFORMATION FOR EACH PARTY

(Claimants and Employers)

Weekly Claims: The claimant should note that eligibility to receive benefits is established on a week-to-week basis. It is important that you continue to file your weekly claims as directed while the appeal is pending to protect your continuing right to benefits. Failure to file your claims promptly may result in the denial of benefits. If a claimant receives payments as a result of a decision that is ultimately reversed, repayment of benefits will be required.

Change of Address and Withdrawal: In the event you change your address while the appeal is pending, or if the appealing party should desire to withdraw its appeal, the Clerk of the Commission must be notified immediately at the address shown on the front page at the top. Filing a change of address with the U. S. Postal service is not sufficient to change your address with the Commission.

Engaging an Attorney: If you feel it is necessary to engage an attorney, you must pay for that service. Free legal services may be available by contacting the Legal Aid Society in your community at 1-866-534-5243. You may also obtain an attorney by contacting the Lawyer Referral Service of the Virginia State Bar at 1-800-552-7977. If you engage an attorney, the name, address and telephone number of the attorney must be furnished to the Clerk of the Commission at the Virginia Employment Commission, P. O. Box 26441, Richmond, Virginia 23261.

This Notice of Appeal was mailed this <Date> to the following: