



COMMONWEALTH of VIRGINIA
Virginia Employment Commission

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

Docket:



A-CLA-015

[Name]

[Address]

This Notice of Commission Hearing for the hearing scheduled for <Name> was mailed this <Date> to the following:



COMMONWEALTH of VIRGINIA
Virginia Employment Commission

Commission Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
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Notice of Commission Hearing

< Claimant >

Docket:

< Liable Employer >

< Subsequent Employing Unit >

The above < appellant's name > has filed an appeal from the decision of the Appeals Examiner, < docket number >, mailed < date >.

The statutory provisions and issues are:

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IMPORTANT ADDITIONAL INFORMATION AND INSTRUCTIONS APPEAR ON THE BACK.

Given under my hand this < date >.

Clerk of the Commission

IMPORTANT INFORMATION AND INSTRUCTIONS

REPRESENTATION: If you wish to be represented by an attorney, you must make the arrangements and pay for the services. Free legal services may be available by contacting Legal Aid at 866-534-5243. You may also obtain an attorney by contacting the Lawyer Referral Service of the Virginia State Bar at 800-552-7977. If you engage an attorney, the name, address, and telephone number of the attorney must be furnished immediately to the Clerk of the Commission at the Virginia Employment Commission, P.O. Box 26441, Richmond, Virginia 23261.

CHALLENGE TO INTEREST OF COMMISSION: A challenge to the interest of the Commission shall be made promptly after the discovery of facts on which it is based but prior to the date on which the decision becomes final. Unless made at the hearing, such challenge and the reasons therefor shall be set forth in writing and sent to the Chief Administrative Law Judge, Virginia Employment Commission, P.O. Box 26441, Richmond, Virginia 23261.

DECISION: The Commission decision will be written and mailed to all parties and their representatives.

POSTPONEMENTS: A postponement can only be granted by a Special Examiner and only after it has been shown that material and substantial harm may result from denying the request. A request for postponement must be made as soon as possible and should be made by telephone to the Office of Commission Appeals at 804-786-4140.

RIGHT OF REOPENING: Any party to an appeal who was unable to appear for the scheduled hearing can request a reopening of the case. Reopening will be granted if good cause is shown; however, once a decision has become final, the case cannot thereafter be reopened for any reason. The request, together with the reasons for reopening, shall be made in writing and sent to the Office of Commission Appeals, Virginia Employment Commission, P.O. Box 26441, Richmond, Virginia 23261.

WITHDRAWAL OF APPEAL AND ADDRESS CHANGES: 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 below. Filing a change of address with the U. S. Postal Service is not sufficient to change your address with the Commission.

**IF YOU NEED FURTHER INFORMATION AS TO THE PROCEDURE FOR THIS HEARING,
CONTACT THE CLERK OF THE COMMISSION IMMEDIATELY AT:
Office of Commission Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-4140 • FAX 804-786-9034**