



COMMONWEALTH of VIRGINIA
Virginia Employment Commission

First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-3020 · 800-552-4500 · FAX 804-786-8492

SSN:
Docket:
[Date]



A-FLA-010

Name
Address

This Notice of Telephonic Hearing Before an Appeals Examiner for the hearing scheduled for [Date], was mailed this [Date], 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 · FAX 804-786-8492

Notice of Telephonic Hearing Before an Appeals Examiner

Claimant

v.

Liabile Employer

SSN:
Docket:

and

Subsequent Employing Unit

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] & [Time]**

-
- To participate in this hearing telephonically, **YOU MUST CALL US ONCE YOU RECEIVE THIS NOTICE** and provide the telephone numbers where you and any witnesses can be reached for the hearing.
 - **YOU MUST DO THIS EVEN IF YOU HAVE GIVEN US A PHONE NUMBER PREVIOUSLY.**
 - Call us at 804-786-3020 or 800-552-4500 to register your number.
 - If you prefer to register online, go to: <https://va3.c2tinc.com/register/>.
 - You should register your number prior to the scheduled hearing. **IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, YOU WILL NOT BE CALLED.**
 - Be sure to **OBTAIN A CONFIRMATION NUMBER** as it is your proof that you registered your number as instructed.

Please note – *Telephonic hearings are scheduled according to time in the Eastern Time Zone (Daylight or Standard). If you are not in the Eastern Time Zone, you must be available at the equivalent time in your time zone.*

The following statutory provisions and issues will be considered:

See back for additional statutory provisions and issues.

This Notice of Telephonic Hearing mailed on the [Date]

Clerk of the Commission

READ AND FOLLOW THE IMPORTANT INSTRUCTIONS ON REVERSE SIDE

Additional Statutory Provisions and Issues

IMPORTANT INFORMATION AND INSTRUCTIONS

PARTICIPATING IN THE HEARING: THIS MAY BE THE ONLY HEARING AT WHICH YOU CAN GIVE EVIDENCE.

You therefore must be prepared to present your case at the time scheduled for the hearing:

- Remember that **you must register your number in advance.**
- If you participate by cordless or cell phone, you must ensure that you have sufficient battery life, sufficient minutes, and adequate cell phone coverage in your area. **You cannot participate by cell phone while driving.**
- Free your telephone line at the time of the hearing. If you cannot be reached by the Appeals Examiner, you will lose your opportunity to participate in the hearing.
- Make arrangements to be in a quiet place at the time of the hearing.
- If you lose the connection during the hearing, hang up and call 804-786-3020 or 800-552-4500 to advise that you were disconnected.

DOCUMENT SUBMISSION: If you have documents that you want to be considered, you must submit a copy of them to the Office of First Level Appeals and to all other parties **immediately**, so they will be received prior to the scheduled hearing date. Documents that have not been submitted as instructed may not be considered by the examiner. Ensure that you have with you during the hearing a copy of all documents that you have submitted or that have been provided to you by other parties.

WITNESSES: You must arrange for any necessary witnesses to participate in the hearing. You must register you witnesses' phone number(s) **before** the day of the hearing by using the procedure detailed on the front of this notice and in the accompanying "Important Instructions" sheet. Do not coach your witness. Allow the witness to testify from his or her own recollection of facts.

POSTPONEMENT: Postponements will only be granted for good cause where material and substantial harm is shown. If you must request a postponement, immediately notify the Clerk of the Commission at 804-786-3020 or 800-552-4500. If your request for a postponement is denied, a decision will be issued on the basis of the evidence and testimony from the hearing. If you do not hear that your request for postponement has been granted, you should appear for the hearing.

CHALLENGE TO INTEREST OF APPEALS EXAMINER: Challenge to the interest of an Appeals Examiner must be made promptly after the discovery of facts on which such challenge is based but not later than the date on which the decision is issued. Unless made at the hearing, such challenge shall be set forth in writing and the reasons therefor sent to the Chief Appeals Examiner.

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

REQUEST TO REOPEN: Any party who was unable to participate in the hearing may request to reopen the hearing. Your request to reopen should be made immediately in writing to the Clerk of the Commission, stating the reasons why reopening should be granted. Reopening may be granted only if good cause is shown.

WITHDRAWAL: The party who filed the appeal may request to withdraw the appeal at any time. The request to withdraw must be in writing, signed by the appealing party, and submitted to the Clerk of the Commission.

INTERPRETERS: If you need an interpreter, notify the Clerk of the Commission immediately.

ADDITIONAL INSTRUCTIONS: Also refer to your Notice of Appeal for important information regarding your appeal hearing and the appeal process, including information about securing representation and requesting a subpoena.

**IF YOU NEED FURTHER INFORMATION AS TO THE PROCEDURE FOR THIS APPEAL,
CONTACT THE CLERK OF THE COMMISSION IMMEDIATELY AT:
First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-3020 · 800-552-4500 · FAX 804-786-8492**