








Washington State Office of Administrative Hearings  
Unemployment Insurance Appeal

# Notice of Hearing

You have an upcoming hearing in this case: **Name of Claimant,**  
**DOCKET NO. Case Number.**

This could affect your legal rights.  
Read all of these documents carefully to find out what you need to do.

	Hearing Date:		<b>Date of the hearing</b>
	Hearing Time:		<b>Time of the hearing</b> Pacific Time
	Hearing Type:		<b>Telephone – You Call Us</b> On the backside of this page (page two), read the instructions for phone number and code
	Judge:		<b>Name of the judge</b>



## What happens if I do not call into the hearing?

If YOU filed the appeal and you don't call in, the judge may dismiss your appeal. RCW 34.05.440(2).

If you did NOT file the appeal and you don't call in, the judge may make a decision based on what other parties say at the hearing.

Call OAH as soon as possible if you need a different hearing date and time.

The hearing will be rescheduled only if the judge decides you have a good reason.



## What should I do now?

Read all of the documents you have been sent. They contain important information, including how to send documents to the judge.

If your phone number or address changes, contact OAH immediately.

If you need an interpreter, we will provide one for free. If you need an accommodation for a disability, we may be able to help. Contact OAH to request an interpreter or accommodation.

You can represent yourself, but you may also hire a lawyer or ask a friend or family member to represent you. Read the "Representation" section in the enclosed "How to Prepare for Your Unemployment Hearing" document for more details. It includes resources for free legal aid.

This is an example that provides general information to help you compare it with the documents you received.

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### How to Call into the Hearing

1. Five minutes before your hearing, call 1-866-527-0393. **Do not call more than five minutes early.**
2. Enter **the specific hearing access CODE** followed by the # key.
3. You are not the Meeting Organizer so do NOT press the \* key if asked to do so.
4. You will now be placed in the hearing lobby awaiting the Judge to begin the hearing (you may hear HOLD music).
5. **It is important that you call into the hearing on time.** If you call into the hearing late, your appeal may be dismissed, and you could lose your right to a hearing.
6. If you have problems joining the call, or if the judge doesn't join within 10 minutes after the hearing start time, immediately call OAH at (800) 366-0955. By calling OAH you will not lose your opportunity to join your hearing.
7. Should you get disconnected, just call back (Step 1) and use the same code (Step 2). If you have trouble connecting, call (800) 366-0955 immediately for help.



### Before the Hearing: Get Ready

Make sure **your phone** has reception, is fully charged, and has enough minutes to last up to two hours.

If you do not have a phone you can use for the hearing, contact your WorkSource office.

Call from a **quiet place** where you can hear and be heard clearly. Background noise may interfere with the hearing recording.

Have this **Notice of Hearing** and the enclosed exhibits with you at the hearing. You should review the exhibits before your hearing.

Have your **notes about key dates** and other relevant information.

Read the enclosed documents for more information about preparing for your hearing.

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## Purpose of the Hearing

This hearing is to address an appeal of a decision by the Employment Security Department (ESD). The hearing will be held by an independent Administrative Law Judge (ALJ) to consider:

- The list of issues the judge will consider for your hearing.

ESD referred the appeal to a separate state agency, the Office of Administrative Hearings, for an independent hearing. OAH has the authority to decide the appeal based on RCW 34.05.431 and WAC 10-08-180.

**Important:** Firearms and other dangerous weapons are prohibited at all in person hearings and in all Office of Administrative Hearings offices. WAC 10-20-010.

Dated and mailed: The date when the Notice of Hearing is mailed

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## Certificate of Service

I certify that I mailed a copy of this order to each party at the address listed below, postage prepaid, on the date stated above.

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Representative  
Office of Administrative Hearings

List of everyone who was sent this Notice of Hearing.  
If you are submitting documents, you will need to send copies to everyone on the list.

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