

Madison UI Hearing Office  
P.O. Box 7975  
Madison WI 53707  
Telephone: (608) 266-8010  
Fax: (608) 327-6498

State of Wisconsin  
Department of Workforce Development  
Unemployment Insurance Division

## HEARING NOTICE

Date Mailed: [REDACTED]

Hearing No. [REDACTED]

Mailed to:

Date of Determination: [REDACTED]

In the matter of:

Employer: [REDACTED]

UI Account No. [REDACTED]  
Phone No. [REDACTED]  
and

Employer:

UI Account No.  
Phone No.

Notice is given that an unemployment hearing will be held in the above case  
on: TUESDAY, NOVEMBER 12, 2019, 12 30 PM (Central Time)

at: FOX VALLEY HEARING OFFICE, ROOM 1  
54 PARK PLACE, SUITE 800, APPLETON, WI 54914  
to present evidence on the following issue (s):

WHETHER, FOR THE TIME PERIOD STATED IN THE INITIAL DETERMINATION, INDIVIDUAL(S)  
DESCRIBED AS EMPLOYES IN THE INITIAL DETERMINATION OR THE SUMMARY OF PROPOSED  
AUDIT ADJUSTMENTS ARE EMPLOYES OF THE APPELLANT. SECTION 108.02(12), WIS.  
STATS., APPLIES.

WHETHER THE APPELLANT IS LIABLE FOR UNEMPLOYMENT RESERVE FUND CONTRIBUTIONS,  
INTEREST AND PENALTIES UNDER CH. 108, WIS. STATS., AS SET FORTH IN THE  
INITIAL DETERMINATION.

\*\*\*\*\* IMPORTANT MESSAGES \*\*\*\*\*

YOU, YOUR LOCAL ATTY/AGENT AND WITNESS(ES) MUST APPEAR IN PERSON.

Parties are expected to arrive on time. If your hearing is being held by telephone you are expected to be reached on time. If the appellant is late, the hearing may be dismissed.

Postponements will be granted **only** for exceptional reasons. **Immediately** call the number listed above if a postponement is necessary.

Immediately upon receipt of this notice, you should inform necessary witnesses of the date, time and location of the hearing and make arrangements for their attendance.

**SEE OTHER SIDE OF THIS NOTICE FOR IMPORTANT HEARING INFORMATION**

Notice also mailed to:

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# IMPORTANT HEARING INFORMATION

## PLEASE READ THIS PAGE CAREFULLY - KEEP THESE INSTRUCTIONS

- HEARING:** The state provides an opportunity for a fair hearing to the parties involved in disputes arising from contribution liability or employer status determinations. The Appeal Tribunal will conduct this hearing and assist in bringing out the facts.
- EVIDENCE AND WITNESSES:** The Appeal Tribunal is required to base the decision in the case solely on sworn testimony and documents presented. Verbal accounts of the facts are permitted only by "eyewitnesses" or other persons having direct knowledge. Statements about what the witness heard from someone else must generally be disregarded as "hearsay." If written evidence such as records or reports are to be offered, the original documents should be brought to the hearing. The person responsible for the documents should be present to testify, if possible. Letters or written statements, even if notarized, cannot substitute for the personal appearance of a witness because an opportunity must be provided to question the witness.
- SUBPOENA:** Arrange for the attendance of any necessary witness at once. If you want to make sure your witness appears, request a subpoena from the office listed on the front of this notice. A subpoena is a legal document which requires a witness to appear at the hearing.
- ATTORNEY OR AGENT:** The state does not provide you with an attorney. You may represent yourself or arrange for your own attorney, accountant or other agent to represent or assist you. If you plan to be represented, you should make arrangements IMMEDIATELY for your attorney or agent to appear with you. A case will not ordinarily be postponed to allow you additional time for this purpose.
- APPEARANCES:** If the "appellant" (party who requested the hearing) fails to appear at a hearing without good cause, the request for a hearing may be dismissed. If the "respondent" (party who may be affected by the hearing decision) fails to appear without good cause, a decision will be issued based on the testimony presented at the hearing.
- YOUR RIGHTS:** If you do not understand the hearing procedures or the above instructions, contact the office listed on the front of this notice. The office will advise you of the hearing procedures but cannot advise you on the merits of your particular case or how best to present it.
- WITHDRAWAL:** The law permits an appellant to withdraw a request for hearing at any time. To avoid delays and expenses involved in hearings, we urge you to make certain that you actually want a hearing. If you do not want a hearing, notify the UI hearing office at once.
- ACCOMMODATIONS:** If you need an interpreter (sign or language) during the hearing, it will be provided at no cost to you. For this need and other accommodations or questions contact the hearing office immediately.