

UI HEARING OFFICE  
P. O. Box 7975  
Madison, WI 53707

Telephone Hearing  
Instructions

State of Wisconsin  
Department of Workforce Development  
Unemployment Insurance Division

Telephone: (808) 266-8010  
Fax: (808) 327-6498

FORM C

Date:

HEARING NO.

Sent or Mail:

In the matter of:

Employee: \_\_\_\_\_, APPELLANT

B.C & S.S. No. 14/\*\*\*\*-\*\*-\*\*\*\*

vs.

Employer: \_\_\_\_\_, RESPONDENT

UI Account No.

**\*\* This is NOT a Hearing Notice: - IMPORTANT READ CAREFULLY \*\***

**TELEPHONE DOCUMENTS - HAVE THEM WITH YOU AT THE TIME OF THE HEARING  
YOUR HEARING NOTICE WILL BE MAILED SHORTLY**

Enclosed are hearing documents we believe to be relevant to the hearing. The assigned office has marked the documents as U1, U2, U3, etc. Some or all of these may be considered as exhibits by the Appeal Tribunal.

**Start to prepare your case NOW.** You or another party will be participating by telephone; a Telephone Hearing Reply Form is enclosed. Your hearing notice providing the date, time and location will be mailed shortly.

**Submitting Additional Hearing Document(s)**

If you have additional documents you want to be considered at the hearing, you must mail or fax one copy to the hearing office and all participants. It is **your responsibility**, the hearing office will not mail your proposed exhibits to the party(ies).

If your additional documents are not received by the hearing office or party(ies) at least **three (3) days** prior to the date of the hearing, they may not be considered. A written statement, even if notarized, cannot be used in place of the witness testifying.

- Include a cover page with the hearing number assigned and Employee's Name.

- Mark your additional documents by numbering both front and back (if applicable) in the bottom center of the page.  
(Employee: Mark using E1, E2, E3. Employer: Mark using R1, R2, R3)

**A request to withdraw the appeal can be made at any time online, by mail, fax or calling the hearing office.** Only the party who requested the hearing (the Appellant) may withdraw. If withdrawn, no further proceeding will be scheduled regarding this matter.

*For more information, review 'Attending a UI Hearing' at <https://dwd.wisconsin.gov/dwd/publications/ui/hearing.htm>.*

*Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m) Wis. Stats.].*

**ALSO MAILED TO:**

U1 - U21