

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

HEARING NOTICE

FORM F

Date Mailed: 06/06/19

HEARING NO. 12345678MW

Mailed to:

In the matter of:

MARY CLAIMANT
1 DIVISION ST
HOMETOWN WI 54444-4444

Employee: MARY CLAIMANT , RESPONDENT

B.C. & S.S. No. 14/***-**-9876

Phone No. 555-555-5555

vs.

Employer: EMPLOYER LLC, APPELLANT

UI Account No. 123456

Phone No. 444-444-4444

This is your **HEARING NOTICE**. You, your representative and/or witnesses are to appear by telephone.

on: WEDNESDAY, JUNE 5, 2019, 1:30 PM (Central Time)

at: STATE OFFICE BUILDING, ROOM 712(7TH FL)
DO NOT REPORT IN PERSON

the following issue(s) may be covered: (BEGINNING WEEK OF ISSUE: 04/19)

WAS THE CLAIMANT OVERPAID UNEMPLOYMENT BENEFITS WHICH MUST BE REPAID OR MAY THE REPAYMENT BE WAIVED. WIS. STATS. 108.22(8)(A) & (C)

DID THE CIRCUMSTANCES SURROUNDING THE EMPLOYEE'S SEPARATION FROM EMPLOYMENT, SUSPENSION OF EMPLOYMENT OR LEAVE OF ABSENCE FROM A NONSUBJECT EMPLOYER DISQUALIFY THE EMPLOYEE FROM RECEIVING UNEMPLOYMENT BENEFITS. WIS. STATS. 108.04(1)(B), (5), (5G), (7) & (7M) AND WIS. ADMIN. CODE DWD 132 & 133

***** IMPORTANT MESSAGES *****

YOU, YOUR ATTY/AGENT & WITNESS(ES) WILL PARTICIPATE BY TELEPHONE, PREFERABLY FROM THE SAME PHONE #. IMMEDIATELY CONTACT THE HEARING OFFICE IF THE # LISTED IS INCORRECT OR MISSING.

HAVE THIS NOTICE WITH YOU AT THE TIME OF HEARING

Participants are expected to be reached on time. The **Appellant** must be reached within 10 minutes of the start time or the hearing may be dismissed. If other participants are delayed more than 10 minutes, the hearing will proceed without them.

Have your 'Telephone Hearing Documents and Instructions' or any additional documents that were submitted with you at the start time of the hearing. **The hearing is the only opportunity to present documents and testimony as evidence in this case. Any future review of this case is based upon the record made at this hearing.**

READ OTHER SIDE OF THIS NOTICE FOR IMPORTANT INFORMATION

Notice also mailed to:

EMPLOYER LLC, 1 CAPITOL ST, ANYWHERE WI 55555-5555

HEARING NOTICE TO APPEAR BY TELEPHONE

IMPORTANT - READ CAREFULLY

PARTICIPATION: Participants are expected to be reached on time. The **Appellant** must be reached within 10 minutes of the start time or the hearing may be dismissed. If other participants are delayed more than 10 minutes, the hearing will proceed without them.

It is **your responsibility** to inform your representative and witnesses of the hearing date and time. If there are unforeseen delays, you will be expected to wait up to one hour after the scheduled starting time for this hearing to begin.

TELEPHONE HEARING DOCUMENTS: If hearing participants are expected to appear by telephone, a 'Telephone Hearing Documents and Instruction' (FORM C) would have been mailed. Have these with you at the time of the hearing as the administrative law judge may refer to them. It is **your responsibility** to provide these documents to your representative or witnesses, if applicable.

REPRESENTATIVES: If you are receiving this hearing notice, it is **your responsibility** to inform your client of the hearing date and time.

WITHDRAWAL: A request to withdraw the appeal can be made at any time by mail, fax or calling the hearing office. **ONLY** the party who requested the hearing (the **Appellant**) may request this action and should include the hearing number that appears on this notice. A withdrawal means the Determination remains in effect, and no further proceedings will be scheduled.

POSTPONEMENTS: A request to postpone the hearing can be made **ONLY** by calling the hearing office. All participants are expected to arrange time off from everyday affairs to attend. Postponements are not granted for the mere convenience of the participants. If you need a postponement, contact the hearing office immediately.

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.

ADDITIONAL INFORMATION: For additional information regarding the appeal or hearing procedures, review 'Attending a UI Hearing' online at <https://dwd.wisconsin.gov/dwd/publications/ui/hearing.htm>.