

## APPEAL TRIBUNAL DECISION INFORMATION

### FAILURE TO APPEAR AT HEARING:

Another hearing will not be scheduled unless a party who failed to appear shows good cause for not appearing at the hearing originally scheduled. The request for rescheduling must be in writing, must explain the reason for failing to appear, and must be **received** by the UI hearing office listed on the front of this form within 21 days from the date of this decision. If you do not understand the procedure, call the UI hearing office for assistance.

### PETITION FOR REVIEW:

The attached decision will become final unless a written petition for review by the Labor & Industry Review Commission ("PCR") is **received or postmarked** within 21 days from the date of this decision (see "Petition Must Be Received or Postmarked By" date on the front of this decision). You may submit a PCR on LIRC website: [http://lirc.wisconsin.gov/ui\\_appeal.htm](http://lirc.wisconsin.gov/ui_appeal.htm), by fax to (608) 267-4409, by mail at P.O. Box 8126 Madison, WI 53708, or in person at the commission's office at 3319 W. Beltline Highway, 2nd Floor, Madison, WI.

### BENEFIT PAYMENT:

A claimant who is still unemployed should continue to file claims promptly while the review is pending. If this decision allows benefit payment, payments will be made and will continue unless a later decision denies benefit payment. If this decision or any higher level decision reverses and results in a denial of benefit payment, the claimant will be required to repay previously paid benefits.

### REISSUED DECISION:

A reissued decision is issued and mailed when a previous decision was not mailed to the last-known address of one of the parties. A reissued decision may be appealed (see Petition for Review above).

### WITHDRAWAL DECISION:

The appellant may submit a request to retract the withdrawal and to reinstate the prior request for hearing. This request must be in writing, must be received within 21 days from the date of the withdrawal decision, and must include the reasons for the retraction.

### FEES:

No attorney or agent may charge the claimant more than ten percent (10%) of the benefits at issue in the administrative proceeding without prior approval from the department.

### HEARING RECORDS:

You may request a copy of the hearing recording(s) from the Bureau of Legal Affairs by calling (608) 266-3174.