

How to File an Appeal with the Office of Administrative Hearings:

PLEASE READ CAREFULLY

- **WHERE TO FILE AN APPEAL:** You **MUST** file your request for hearing with the **Office of Administrative Hearings** in person, by mail or by fax.

You may file your request for hearing in person (between 9:00 a.m. and 5:00 p.m.) or by mail at the following address:

**Office of Administrative Hearings
One Judiciary Square
441 Fourth Street, NW
Washington, DC 20001-2714**

OR you may submit an appeal by fax. Faxes received after 5:00 p.m. on a business day are not filed until the next business day. A request sent by fax will not be filed unless it is complete and legible when received at:

**Office of Administrative Hearings
FAX: (202) 442-4789**

DO NOT send or bring your hearing request to a DOES One-Stop Center or to any office of the Department of Employment Services.

- **FILING DEADLINE:** Your request for hearing **must** be either postmarked by the United States Postal Service (not a private postage meter) and received, or actually received by the Office of Administrative Hearings within **fifteen (15)** calendar days of the mailing date of the Claims Determination you are appealing. The time runs from the date DOES mailed the Determination to you, **NOT** from the date you received it. If the Claims Determination was NOT mailed to you, you must file within **fifteen (15)** calendar days of actual delivery to you of the Claims Determination.

If the 15-day filing deadline falls on a Saturday, Sunday or a legal holiday, the deadline is extended to the next business day.

Failure to file a request for hearing within this deadline subjects your appeal to dismissal.

- **No one is authorized to give you different instructions for filing a request for hearing.**
- You will need photo identification to enter the building at 441 Fourth Street, NW. Allow ample time for transportation to the building.
- For further information concerning an unemployment insurance appeal at the Office of Administrative Hearings, you may call (202) 442-9094.
- OAH Rules are available at www.oah.dc.gov.