



**DISTRICT OF COLUMBIA  
OFFICE OF ADMINISTRATIVE HEARINGS**  
441 4TH STREET, NW, SUITE 450 NORTH  
WASHINGTON, DC 20001-2714



Tel: (202) 442-9094 Fax: (202) 442-4789 Email: oah.filing@dc.gov

## Unemployment Benefits Appeal Form

*Use this form to request a hearing before an Administrative Law Judge if you want to appeal a decision by the Department of Employment Services (DOES) concerning unemployment benefits. Please read the following instructions. Additional filing instructions are included on a separate page. For more information and help, call the Office of Administrative Hearings at (202) 442-9094.*

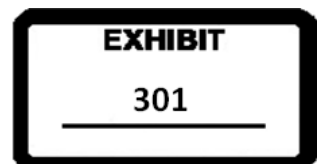
- 1. Please submit with this form a copy of the Claims Examiner’s Determination or other DOES decision you are appealing. You may submit this form first, but we cannot schedule a hearing or proceed with your case until you submit a copy of the DOES decision you are appealing.**
- 2. If you are the Claimant, you must continue to file claim forms with DOES, even while your appeal is pending in the Office of Administrative Hearings. Claimants who do not file claim forms as instructed by DOES may lose benefits.**
- 3. Save the envelope in which you received the DOES decision you are appealing, and bring the envelope to the hearing. It may help show that you filed your appeal on time.**

### Section 1 – Contact Information

Print Your Name:	Your Mailing Address:
Your Telephone:	
Your Email Address ( <i>if any</i> ):	Your Ward ( <i>if you know</i> ):
<input type="checkbox"/> I consent to receive documents by email only	
<i>If you have a representative for this case:</i>	
<input type="checkbox"/> Non-Attorney Representative (as allowed by OAH Rule 2835) <input type="checkbox"/> Attorney	
Representative Name:	Representative Telephone:
Representative Email Address:	Representative Mailing Address:
<input type="checkbox"/> Consents to receive documents by email only	

**I am (or I am completing this form on behalf of) the (*check one*):**

- Claimant for unemployment benefits.**
- Employer.**



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## Additional Filing Instructions

**Where to File:** You **MUST** file your appeal with the **Office of Administrative Hearings (OAH)**. OAH is not part of the Department of Employment Services (DOES). You cannot file your appeal at a DOES One-Stop Center or any other DOES office.

You may file an appeal in person, by mail, by fax, by email, or through the OAH E-Filing Portal. For OAH to schedule a hearing or proceed with your case, **you must include with the appeal form a copy of the DOES Claims Examiner's Determination or other DOES decision you are appealing.**

**By Mail or In Person.** Send your appeal form and copy of the DOES decision by mail or deliver the papers in person to the following address:

**Office of Administrative Hearings  
One Judiciary Square  
441 Fourth Street, NW, Suite 450 North  
Washington, DC 20001-2714**

If you plan to visit in person, please call OAH at (202) 442-9094 or go to the OAH website ([www.oah.dc.gov](http://www.oah.dc.gov)) for current operating status and hours.

**By Fax.** Send your appeal form and copy of the DOES decision by fax to **(202) 442-4789**. Faxes received after 5:00 p.m. or on any non-business day are considered “filed” on the next business day. An appeal sent by fax will not be filed unless it is complete and legible when received.

**By Email.** Send your appeal form and copy of the DOES decision by email to **[oah.filing@dc.gov](mailto:oah.filing@dc.gov)**. The documents must be attached to the email in **PDF format**. Emails received after 5:00 p.m. or on any non-business day are considered “filed” on the next business day.

**E-Filing Portal:** Visit the E-Filing Portal homepage, available from the OAH website ([www.oah.dc.gov](http://www.oah.dc.gov)), and follow the instructions to create an account and file your appeal.

**Appeal Deadline:** Your appeal must be either postmarked by the U.S. Postal Service (not a private postage meter) or actually received by OAH within **fifteen (15)** calendar days of the date DOES mailed the Claims Examiner's Determination to you. The date of mailing is usually stated on the Claims Examiner's Determination. The deadline runs from the date DOES mailed the Determination to you, not from the date you received it. If the Claims Examiner's Determination was NOT mailed to you, or if was not mailed to your correct address, you must file within **fifteen (15)** calendar days of actual delivery of the Claims Examiner's Determination.

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

The appeal deadline may be extended if an administrative law judge finds “good cause” or “excusable neglect” for a delay. The person filing the appeal bears the burden of proving at the hearing that there was a good reason for the delay. **If you file an appeal late without a good reason, your case may be dismissed.**

**No one is authorized to give you different instructions about the deadline.**

**OAH Rules:** You can find the OAH Rules of Procedure at [www.oah.dc.gov](http://www.oah.dc.gov) or at the OAH Resource Center.

**For further information about this document or filing an appeal, please call OAH at (202) 442-9094 or visit the OAH website at [www.oah.dc.gov](http://www.oah.dc.gov).**