



COMMONWEALTH of VIRGINIA

Virginia Employment Commission

First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-3020 · 800-552-4500 · FAX 804-786-8492

SSN: xxx-xx-xxxx
Docket: UI-26000001
February 24, 2026

A-FLA-010



JOHN DOE
123 MAIN ST
APT 4B
SPRINGFIELD, IL 24018-9036



This Notice of Telephonic Hearing Before an Appeals Examiner for the hearing scheduled for March 10, 2026, was mailed this 24th day of February, 2026 to the following:

CLAIMANT: JOHN DOE, 123 MAIN ST APT 4B, SPRINGFIELD, IL 24018-9036

LIABLE EMPLOYER: TEST LIABLE EMPLOYER, 123 MAIN ST APT 4B, SPRINGFIELD, IL 24018-9036



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Notice of Telephonic Hearing Before an Appeals Examiner

JOHN DOE, Claimant

v.

TEST LIABLE EMPLOYER, Liable Employer

SSN: xxx-xx-xxx
Docket: UI-26000001

You are notified that there will be a hearing in this case before an Appeals Examiner of the Virginia Employment Commission.

The hearing will be held on:

Tuesday, March 10, 2026. Your hearing will be held between 9:00 a.m. and 12:00 p.m.

If you want to participate in the hearing, you must be available at 9:00 a.m. and remain available until you receive a call from the Appeals Examiner for your hearing to begin. The Appeals Examiner will only call parties who have registered to participate. If you are unavailable when the Appeals Examiner contacts you, the hearing will take place in your absence. Telephone calls to First Level Appeals during this time will not expedite your hearing.

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- **YOU MUST REGISTER YOUR TELEPHONE NUMBER BY 12:00 P.M. EST ON THE BUSINESS DAY BEFORE YOUR HEARING.**
 - To participate in this hearing telephonically, **YOU MUST CALL US ONCE YOU RECEIVE THIS NOTICE** and provide the telephone numbers where you and any witnesses can be reached for the hearing.
 - **YOU MUST DO THIS EVEN IF YOU HAVE GIVEN US A TELEPHONE NUMBER PREVIOUSLY.**
 - Call us at 804-786-3020 or 800-552-4500 to register your number.
 - If you prefer to register online, go to: <https://va3.c2tinc.com/register/>.
 - **IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, YOU WILL NOT BE CALLED.**
 - Be sure to **OBTAIN A CONFIRMATION NUMBER** as it is your proof that you registered your number as instructed.

***Please note – Telephonic hearings are scheduled according to time in the Eastern Time Zone (Daylight or Standard).
If you are not in the Eastern Time Zone, you must be available at the equivalent time in your time zone.***

The following statutory provisions and issues will be considered:

Code of Virginia § 60.2-618(1): Did the claimant leave work voluntarily without good cause?

Code of Virginia § 60.2-618(2): Was the claimant discharged for misconduct connected with work?

Code of Virginia § 60.2-619(D): Did the appellant file a timely appeal from the Deputy's decision, and if not does the appellant have good cause to extend the 30-day appeal period? This

Notice of Telephonic Hearing mailed on the 24th day of February, 2026.

VEC3755
Clerk of the Commission

READ AND FOLLOW THE IMPORTANT INSTRUCTIONS ON REVERSE SIDE

IMPORTANT INFORMATION AND INSTRUCTIONS

PARTICIPATING IN THE HEARING: THIS MAY BE THE ONLY HEARING AT WHICH YOU CAN GIVE EVIDENCE. You therefore must be prepared to present your case at the time scheduled for the hearing:

- Remember that **you must register your telephone number by 12:00 p.m. EST on the business day before your hearing.**
- If you participate by cordless or cell phone, you must ensure that you have sufficient battery life, sufficient minutes, and adequate cell phone coverage in your area. **You cannot participate by cell phone while driving.**
- Free your telephone line at the time of the hearing. If you cannot be reached by the Appeals Examiner, you will lose your opportunity to participate in the hearing.
- Make arrangements to be in a quiet place at the time of the hearing.
- If you lose the connection during the hearing, hang up and call 804-786-3020 or 800-552-4500 to

DOCUMENT SUBMISSION: If you have documents that you want to be considered, you must submit a copy of them to the Office of First Level Appeals and to all other parties **at least two business days before your hearing,** so they will be received prior to the scheduled hearing date. Documents that have not been submitted as instructed may not be considered by the examiner. Ensure that you have with you during the hearing a copy of all documents that you have submitted or that have been provided to you by other parties.

WITNESSES: You must arrange for any necessary witnesses to participate in the hearing. You must register your witnesses' phone number(s) **before** the day of the hearing by using the procedure detailed on the front of this notice and in the accompanying "Important Instructions" sheet. Do not coach your witness. Allow the witness to testify from his or her own recollection of facts.

POSTPONEMENT: Postponements will only be granted for good cause where material and substantial harm is shown. If you must request a postponement, immediately notify the Clerk of the Commission at 804-786-3020 or 800-552-4500. If your request for a postponement is denied, a decision will be issued on the basis of the evidence and testimony from the hearing. If you do not hear that your request for postponement has been granted, you should appear for the hearing.

CHALLENGE TO INTEREST OF APPEALS EXAMINER: Challenge to the interest of an Appeals Examiner must be made promptly after the discovery of facts on which such challenge is based but not later than the date on which the decision is issued. Unless made at the hearing, such challenge shall be set forth in writing and the reasons therefore sent to the Chief Appeals Examiner.

DECISION: The decision of the Appeals Examiner will be mailed to the parties. It will explain your appeal rights.

REQUEST TO REOPEN: Any party who was unable to participate in the hearing may request to reopen the hearing. Your request to reopen should be made immediately in writing to the Clerk of the Commission, stating the reasons why reopening should be granted. Reopening may be granted only if good cause is shown.

WITHDRAWAL: The party who filed the appeal may request to withdraw the appeal at any time. The request to withdraw must be in writing, signed by the appealing party, and submitted to the Clerk of the Commission.

INTERPRETERS: If you need an interpreter, notify the Clerk of the Commission immediately.

ADDITIONAL INSTRUCTIONS: Also refer to your Notice of Appeal for important information regarding your appeal hearing and the appeal process, including information about securing representation and requesting a subpoena.

**IF YOU NEED FURTHER INFORMATION AS TO THE PROCEDURE FOR THIS APPEAL,
CONTACT THE CLERK OF THE COMMISSION IMMEDIATELY AT:
First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441
804-786-3020 · 800-552-4500 · FAX 804-786-8492**

IMPORTANT INSTRUCTIONS

- If you desire to participate in this hearing, you must register the telephone number where you can be reached on the day of the hearing. Do this even if you have given us a number previously. **Register as soon as possible and not later than 12:00 p.m. EST on the business day before the hearing. Otherwise, you will not be called.**
- **TO REGISTER ONLINE:** Go to <https://va3.c2tinc.com/register/> Enter the “Docket Number” from the upper right corner of the Notice of Telephonic Hearing as your “Case Number.” **Enter only numbers, not letters or symbols.** Enter the registration information. Write down your confirmation number.
- **TO REGISTER BY TELEPHONE:** Call **(804) 786-3020** or toll-free (800) 552-4500 to register your number. Ask for a confirmation number when you register. Save this number, as it is your proof that you called.
- It is your responsibility to free the phone lines at the time of the hearing and to assure you have sufficient battery life, minutes, and adequate service coverage in your area.
- If you do not answer your phone for any reason, including being unavailable when called or failing to remove blocks placed on your phone for “unknown callers,” you will lose your opportunity to participate.
- If you wish to participate in person, please submit your request before the day of the hearing.
- Enclosed are the documents that will be used in your hearing. If you have additional documents you would like to submit, you must send them to First Level Appeals and to the opposing party. The documents must reach all parties **at least two business days** before the hearing.
- **If you do not follow these instructions, you will not be called, and the hearing will be conducted without you.**