



# COMMONWEALTH of VIRGINIA

## Virginia Employment Commission

First Level Appeals, P.O. Box 26441, Richmond, Virginia 23261-6441  
Telephone: 804-786-3020, Toll-Free: 800-552-4500 or VA Relay 711, Fax: 804-786-8492  
www.vec.virginia.gov



A-FLA-001

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

JOHN DOE  
123 MAIN ST  
SPRINGFIELD, IL 62704

### NOTICE OF APPEAL

**CLAIMANT**  
JOHN DOE

The claimant is appealing a Decision of Deputy dated February 6, 2026 concerning the claimant's unemployment claim. The appeal was received by the Commission on February 19, 2026.

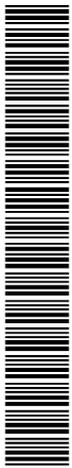
The Commission will schedule a hearing soon. You will receive formal notice of the date and time of that hearing by mail. In addition, the notice will be available online at Claimant Self Service (UI Direct) <https://uidirect.vec.virginia.gov/CSS/CSSLogon.htm> and Employer Self-Service <https://www.vec.virginia.gov/employers>. You will need to have a registered account and the docket number above to access the notice online.

While this appeal is pending, the claimant should continue to file weekly unemployment claims, report any money earned during the claim week, and search for work **each and every week**. If the appeal is decided in the claimant's favor, the claimant will only be eligible for benefits during the weeks they met these requirements. If the appeal is not decided in the claimant's favor, any benefits paid to the claimant will be an overpayment and must be paid back.

This Notice of Appeal was mailed on the 25th day of February, 2026.

*Heather Brown*  
\_\_\_\_\_  
Clerk of the Commission

**READ AND FOLLOW THE IMPORTANT INSTRUCTIONS ON REVERSE SIDE.**



**IMPORTANT – READ AND FOLLOW ALL OF THESE INSTRUCTIONS.**

**YOU SHOULD PARTICIPATE IN THE HEARING** - This hearing may be your only chance to give evidence.

- If you do not participate, the Appeals Examiner will decide your case without your testimony.
- If there are further appeals, those appeals may only be a review of the evidence received at this hearing.
- A neutral Appeals Examiner will hear evidence from the parties about the issues in the appeal.
- Each party will have the right to testify, present and question witnesses, and offer evidence.
- All testimony must be given under oath or affirmation.
- The law requires the Appeals Examiner to record the hearing.

**LEGAL OR OTHER REPRESENTATION** - You should attend the hearing even if you obtain representation.

- You may present your own case or an attorney or some other person may represent you.
- Free legal services may be available by calling the Legal Aid Society at 866-534-5243. You may also obtain an attorney by calling the Lawyer Referral Service of the Virginia State Bar at 800-552-7977.
- If you hire an attorney or representative, inform the Clerk of First Level Appeals of the name, address, and phone number. You are responsible to pay for their services. The Commission must approve any fees charged by your attorney or representative.

**EVIDENCE**

- When you participate in the hearing, have everything needed to present your case such as employer rules, letters, doctor's statements, check stubs, contracts, time records, etc.
- You must send copies of any document you will use at the hearing to the Clerk of First Level Appeals and all opposing parties at least two business days before the hearing.

**DISABILITY/ACCOMMODATION REQUESTS** - Auxiliary aids and services are available upon request. If you or your witness has a disability and need special accommodations such as American Sign Language, Braille, Large print, etc., arrangements can be made to ensure all parties can participate in the hearing. You should notify the Clerk of First Level Appeals immediately at 804-786-3020 or 800-552-4500. TTY Callers, call Virginia Relay 711 or 800-828-1140. Virginia Relay enables people who are deaf, hard of hearing, deafblind, or speech disabled to communicate by text telephone.

**INTERPRETER AND TRANSLATION SERVICES** - If you need an interpreter or translation services, contact the Clerk of First Level Appeals immediately at 804-786-3020 or 800-552-4500. TTY Callers, call Virginia Relay 711 or 800-828-1140. Virginia Relay enables people who are deaf, hard of hearing, deafblind, or speech disabled to communicate by text telephone.

**POSTPONING OR RESCHEDULING THE HEARING**

- Postponements will only be granted for good cause. If you want to request a postponement, immediately contact the Clerk of First Level Appeals.
- If your request is denied, the hearing will be held at the scheduled date and time. If we do not let you know that your request has been granted, you should appear for the hearing at the scheduled date and time.

**WITHDRAWING OR CANCELING YOUR APPEAL**

- The party who filed the appeal may ask to withdraw or cancel the appeal at any time. The request must be in writing, signed by the appealing party, and sent to the Clerk of First Level Appeals.

**CHANGE OF MAILING ADDRESS**

- You must inform the Clerk of First Level Appeals if your mailing address changes. This will change your address for this appeal only.
- Filing a change of address with the U.S. Postal Service DOES NOT change your address with the Commission.
- If you miss a hearing or filing deadline because you did not inform us about an address change, the hearing will not be rescheduled and the deadline will not be extended.

**This Notice of Appeal was mailed on the 25th day of February, 2026, to the following:**

**CLAIMANT:** JOHN DOE, 123 MAIN ST, SPRINGFIELD, IL 62704