



## CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

### NOTICE TO PARTIES

**Board Appeals** - If the enclosed decision is unfavorable, you may appeal it to the Appeals Board (Board). The Board generally decides the case on the record of the hearing before the Administrative Law Judge (ALJ) without a new hearing.

**You must submit your written board appeal within 30 days (including weekends and holidays) from the date issued on the ALJ's decision.** Your board appeal must be in writing, signed, include your name, address, claimant name, case number, and account number if you are an employer. Representatives filing a board appeal, must include the representative's name and address. **A statement of why you disagree with the ALJ's decision may be included.**

You may request to submit written argument. You may request a copy of the hearing record to prepare your written argument. The Board will set a due date to submit written argument.

You may request the Board to accept new or additional evidence. To do so you must: (a) attach the evidence with your board appeal; (b) explain why the evidence was not given to the ALJ at the hearing; and (c) explain why the evidence is important to the case.

**New Hearing Request** - If you did not appear in the hearing and the ALJ's decision is unfavorable, or you withdrew your appeal, you may request a new hearing and decision within 30 calendar days from the mailing date on the ALJ's decision, and if untimely, explain the delay. A Reopen/Reinstate request must be in writing and include your reasons to grant your request. If appropriate, a hearing will be scheduled before an ALJ.

**Late Board Appeal** - If you miss the appeal deadline, you must explain the reason for your delay. **Good cause must be found for late appeals or they will be dismissed.**

**Address** - Submit your board appeal or request to the Office of Appeals listed on the Decision Cover or electronically through the C.U.I.A.B. website at <https://cuiab.ca.gov>.

**Claim Forms** - If you are still unemployed or disabled, you must file claim forms while your appeal is pending. To obtain claim forms, contact the Employment Development Department at <https://edd.ca.gov>. Disability Insurance: Call (800) 480-3287 and Paid Family Leave: Call (877) 238-4373.

**Governing Procedure** - The governing procedure is in Title 22, California Code of Regulations, Sections 5000-5200, available on the Internet at <https://oal.ca.gov> or from the Office of Appeals, without charge.