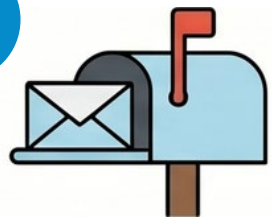
Navigating Your Unemployment Insurance Appeal

A 4-STEP GUIDE

1 Notice of Receipt



Once your appeal is received, you will be mailed a "Notice of Receipt of Appeal." It is vital to read the instructions on the back of this notice immediately.

2 Submission of Statement and Evidence

You may submit one written Statement to be reviewed by the Board; subsequent documents or briefs will not be accepted and will be returned.

3 Judicial Review

An Administrative Law Judge (ALJ) reviews the entire case file, hearing transcripts, and all written statements to make a recommendation to the Board Member.

4 Final Board Decision

The Board makes the final determination, which is mailed to you; if you disagree, you may file a written request to reopen the case or appeal to the Supreme Court, 3rd Division.

CRITICAL DEADLINES

7 Calendar Days: Initial Submissions

You must submit your Statement and any request to review hearing transcripts within 7 days from the date of the Notice of Appeal.

12 Calendar Days: Reply to Other Parties

If another party submits a statement, you have 12 days from the date it was mailed to you to submit a single reply.

20 Calendar Days: Transcript Review

If you requested a transcript, you have 20 days from the date the transcripts are sent to you to submit your written Statement.

Requesting More Time

Requests for deadline extensions must be made in writing via fax or email and must include a reason for the extension before the current deadline expires.

Court Appeals: To contact the Supreme Court regarding an "Appeal to Court" after your board decision, call 518-471-4777.

NEW YORK STATE | Unemployment Insurance Appeal Board

P.O. Box 15125
Albany, NY 12212-5126
MenandsAppeals@uiab.ny.gov

TEL: (518) 402-0210
FAX: (518) 402-6208
www.uiappeals.ny.gov