

Appeals Overview



How to file an appeal

1. Write an appeals letter if you believe your unemployment claim decision is incorrect. Include the following information:

- Your full name
- Your address
- Your social security number
- The employer name
- The reason you disagree with the decision (include proof such as pay stubs or W2 forms, if applicable)
- Your signature

2. Mail or fax your appeal within 11 days of the mail date of your decision letter

3. Continue to file weekly claims while your appeal is being processed

After your appeal is filed

- A written notice of hearing will be sent to you and any other parties at least 7 days before the date of hearing (NAC 612.225). Hearings typically happen via telephone.
- Once your appeal hearing has been scheduled, review your appeal packet. You can find the packet in your UINV account.
- Select the legal representation of your choice. You can contact a Nevada lawyer or Nevada Legal Services Inc. For more information on this step, read the [Appeals Handbook](#).
- Submit all related documents and evidence at least 48 hours before the hearing. You can present new relevant evidence during the hearing if needed.

What to expect at the hearing

- The most important thing is that you participate in your hearing.
- The hearing provides each party a chance to explain their beliefs about the decision.
- Be prepared to question witnesses and discuss documents that you expect to be introduced at the hearing. (More information can be found in the [Appeals Handbook](#))

After the hearing

A written decision will be issued by an impartial Appeals Referee, which will include the facts found and legal conclusions.

For more information about appeals, read the [Appeals Handbook](#) at UI.NV.gov

**Submit
your appeal by
mail or fax**

Mail to:
Employment Security Division, Adjudication Center
500 East Third Street
Carson City, Nevada 89713

Fax to:
(775) 684-0463

