

### **WRITING AN EFFECTIVE APPEAL**

**In order to write an effective appeal, you must:**

1. State the grounds for the appeal,
2. Provide strong supporting information for those grounds, and
3. Conclude with a closing statement

\*Provide all information relevant to your grounds of appeal, as the appeal officer may make a decision based strictly on your appeal documentation and a review of the case.

### **APPEAL DUE DATE AND IMPORTANT INFORMATION**

Appeals must be submitted by 5:00 p.m. within 5 business days of receipt of the decision letter.

Appeals are to be submitted to the appeal officer identified in your decision letter.

If there is a basis for appeal, the case will be reviewed and a decision will generally be issued within 10 business days of receipt of the appeal.

An appealed case merits being considered based on the conditions outlined on the reverse side. The process of appeal is not for retrying or rehearing a case. Decisions made by the appeal officer may uphold, overturn, or modify the original decision/sanction. In cases where only one party is eligible to appeal, the appeal officer may not increase the original sanction/action.

### **WRITING AN EFFECTIVE RESPONSE**

**In order to write an effective response, you must:**

1. Respond directly to the grounds for appeal identified in the appeal,
2. Provide strong supporting information for why you believe those grounds are not relevant, and
3. Conclude with a closing statement

\*Provide all information relevant to your response to the appeal, as the appeal office may make a decision based strictly on the appeal/response documentation and a review of the case.

### **RESPONSE DUE DATE AND IMPORTANT INFORMATION**

A response must be submitted by 5:00 p.m. within 5 business days of receipt of the appeal of another party.

A response is to be submitted to the appeal officer identified in the decision letter.

If there is a basis for appeal, the case will be reviewed and a decision will generally be issued within 10 business days of receipt of the response.

An appealed case merits being considered based on the conditions outlined on the reverse side. The process of appeal and response is not for retrying or rehearing a case. Decisions made by the appeal officer may uphold, overturn, or modify the original decision/sanction.