



New York Unemployment Insurance Coalition

Know Your Rights: How to Prepare for Your UI Hearing

1. Prepare a statement describing how your employment came to an end. Focus on why you disagree with the reason given in the Notice of Determination.

Although this will help you recall the events and organize your thoughts, most judges will not let you read directly from the document at the hearing. Therefore, the statement should only be used as a tool to aid in your testimony.

2. Bring documents (originals and at least 2 copies) that support your case. This may include pay stubs, tax forms, letters you wrote or received, a doctor's note, phone records, etc.

3. Witnesses. Contact any witnesses that will back up your story. This may include a co-worker who saw the event(s). Bring any helpful witnesses to your hearing.

4. Review your file. Your file will be available at the Department of Labor (DOL) as soon as your hearing notice is sent out (usually a week before the scheduled hearing date). If you cannot go to the DOL during that week, be sure to arrive more than half an hour before your hearing to review your file. Your file will contain any information your employer gave to the DOL. Knowing what is in your file will give you a chance to prepare questions to ask your employer during the hearing and give you a better idea of what to expect at the hearing.

5. Arrive on time. There is no grace period. If you are not there when the ALJ, (the Administrative Law Judge who will preside at the hearing), calls your case, a default will be entered and you will have to write a letter to the DOL to request that your case be re-opened. You should include in this letter the reason you could not attend the hearing.

6. If feel you are not ready because you would like to bring in witnesses or find representation, ask for an adjournment at the beginning of the hearing.