UI

New York Unemployment Insurance Coalition

Know Your Rights:
What to Expect at Your UI Hearing

1. When you arrive, give your Notice of Hearing to the clerk at the window, then take a seat in the waiting room.

2. The ALJ, (the Administrative Law Judge who will preside at the hearing),will call your case and take you into the his/her office where the hearing will be held.

3. The hearing will be held in a small office, with a table that seats 4 to 5 people. You will sit on one side and the employer will sit on the other. The judge's desk is at one end of the table (The setup is shaped like a T).

4. The hearing will be tape-recorded, so be sure to talk loudly and clearly. Everyone who testifies must take an oath in which you swear or affirm to tell the truth.

5. The ALJ will then read a statement regarding the procedures. The ALJ will then ask you and your employer questions.

6. Both sides will have an opportunity to present evidence, including documents and witnesses.

7. Both sides can question the other side's witnesses after the ALJ finishes his/her questioning (which means that your employer can ask you questions).

8. Both sides will have an opportunity to make a closing statement. If you wish to make one, be sure to focus on why you disagree with the reason you were denied benefits and briefly summarize your evidence.