

**IF YOU ARE THE APPEALING PARTY AND YOU ARE NOT AVAILABLE  
AT THE SCHEDULED TIME FOR THE HEARING,  
THE CASE WILL BE DISMISSED BY THE COMMISSION.**

### HEARING INSTRUCTIONS

*Testimony is taken under oath and the hearing is recorded.*

THIS A HEARING AT WHICH SWORN TESTIMONY IS NECESSARY . THIS MAY BE YOUR ONLY OPPORTUNITY TO TESTIFY. YOU MAY PRESENT WITNESSES AT THE HEARING AND YOU MAY BE REPRESENTED BY AN ATTORNEY. IN EITHER CASE, YOU MUST ARRANGE FOR THEIR AVAILABILITY AT THE HEARING . REQUESTS FOR SUBPOENAS MUST BE DIRECTED TO THE HEARING OFFICER.

If you have documents to offer as evidence at the hearing, you must bring the original to present to the Hearing Officer and two copies, one for the attorney for the Employment Security Commission and one for yourself.

If you, as the appealing party, are not present for the in-person hearing and do not answer at the initial calling, the hearing will be delayed fifteen (15) minutes. If the appealing party does not appear for the hearing after the fifteen (15) minute delay, the appeal will be dismissed.

**NOTICE:** Only the Hearing Officer assigned to hear the case may grant a continuance. Due to the inconvenience and additional expense involved a continuance will be granted only in unusual circumstances. To request a continuance, call the Hearing Officer prior to the scheduled hearing date.

Notice of Hearing Mailed: October \_\_\_\_\_, 20XX

NCHLA372T