

## **5008 Appeal, Petition, or Board Appeal**

### **(a)**

An appeal, petition, or board appeal shall be filed as defined in rule 5000(gg).

### **(b)**

An appeal, petition, or board appeal shall include:(i) the name of the appellant, petitioner, or board appellant, exclusive of any representative; (ii) the employer account number, if any, of the appellant, petitioner, or board appellant, exclusive of any representative; (iii) the mailing address of the appellant, petitioner, or board appellant; (iv) the name and mailing address of any representative filing the appeal, petition, or board appeal; (v) the name of any claimant who is a party; and (vi) the social security number of any claimant who is a party.

#### **(i)**

the name of the appellant, petitioner, or board appellant, exclusive of any representative;

#### **(ii)**

the employer account number, if any, of the appellant, petitioner, or board appellant, exclusive of any representative;

#### **(iii)**

the mailing address of the appellant, petitioner, or board appellant;

#### **(iv)**

the name and mailing address of any representative filing the appeal, petition, or board

appeal;

**(v)**

the name of any claimant who is a party; and

**(vi)**

the social security number of any claimant who is a party.

**(c)**

An appeal, petition, or board appeal may include: (i) any telephone number of the appellant, petitioner, or board appellant; (ii) any electronic address of the appellant, petitioner, or board appellant; (iii) the date or case number of the underlying department action, decision, or order; (iv) a concise statement of reasons for the appeal, petition, or board appeal; (v) any request for language assistance or special accommodation; and (vi) the signature of the appellant, petitioner, or board appellant, and the date signed.

**(i)**

any telephone number of the appellant, petitioner, or board appellant;

**(ii)**

any electronic address of the appellant, petitioner, or board appellant;

**(iii)**

the date or case number of the underlying department action, decision, or order;

**(iv)**

a concise statement of reasons for the appeal, petition, or board appeal;

**(v)**

any request for language assistance or special accommodation; and

**(vi)**

the signature of the appellant, petitioner, or board appellant, and the date signed.

**(d)**

The department shall promptly send to the agency any appeal, petition, or board appeal that a party files with the department.

**(e)**

The agency shall serve: (i) an appeal or its content no later than the time required for service of the notice of hearing the appeal; (ii) a petition or its content promptly after the agency receives it; and (iii) a board appeal or its content promptly after the agency receives it.

**(i)**

an appeal or its content no later than the time required for service of the notice of hearing the appeal;

**(ii)**

a petition or its content promptly after the agency receives it; and

**(iii)**

a board appeal or its content promptly after the agency receives it.