



## UI Appeals Frequently Asked Questions

**Question:** Can I get a copy of the audio CD of my hearing?

**Answer:** Yes, you can request a copy of the CD. Make the request in writing to the TWC Appeals Department. It usually takes one to two weeks for you to receive your copy. The first copy is free, with a nominal charge for any additional copies.

**Question:** Who pays the applicable fees for issuing a subpoena?

**Answer:** The Texas Workforce Commission.

**Question:** How long will it take for the Hearing Officer to issue a written decision about my case?

**Answer:** It usually takes from five to ten working days, depending upon the complexity of your case and the amount of information discussed during your hearing.

**Question:** What is the difference between an Appeal and an Appeal Tribunal?

**Answer:** An appeal is the written disagreement you file to a determination (a decision) that went against you.

The Appeal Tribunal is the name the Texas Unemployment Compensation Act (TUCA) gives to Hearing Officers who hold unemployment insurance hearings. Although the name implies that there are three people involved, each Appeal Tribunal has only one Hearing Officer.

**Question:** Do I need a Lawyer?

**Answer:** The appeal process is designed for parties who do not have an attorney. If you like, an attorney or other person may represent you at your own expense.

**Question:** What is a subpoena and when is it issued?

**Answer:** A subpoena is a written legal order that compels a person to produce documents for a hearing or compels a witness to appear at a hearing to testify. Subpoenas may be issued at the direction of the hearing officer. A request for a subpoena will be granted only after the hearing officer determines that the records or witnesses requested to be subpoenaed are relevant to the issues on appeal.