

Idaho Department of Labor
Appeals Bureau
317 W. Main St.
Boise, ID 83735-0720

208-332-3572

appealexhibits@labor.idaho.gov



Request to reopen

In accordance with Idaho Code § 72-1368(6) an interested party may **submit a request to have their hearing reopened** provided that they submit their request within (10) days of the mail date of the Decision of Appeals Examiner.

Instruction for the appealing party

How long do I have to submit my request?

Your request must be postmarked **within 10 days** of the date your Dismissal was mailed.

How do I send in my request?

- Email: appealexhibits@labor.idaho.gov
- Mail: **ATTN: Appeals Bureau, 317 W. Main St. Boise, ID 83735-0720**
- Fax: **208-334-6440**
- Hand deliver: **Idaho Department of Labor office**

****Please note that we cannot accept a request to reopen over the phone.****

What happens next?

If the Appeals Examiner approves your request to reopen, we will **mail** you a new Notice of Telephone Hearing containing your new **docket number, date, time and PIN** to call in.

If the Appeals Examiner denies the request, you will receive a decision in the mail stating the reason the Appeals Examiner denied the request, along with appeal rights.

Rulings on requests to reopen are at the discretion of the Appeals Examiner and are guided by whether or not good cause has been shown.

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Date:



REQUEST TO REOPEN

I, _____, the appealing party in docket number _____, do
hereby request that the case be reopened.

Claimant's name:

Last four of SSN:

Employer (if listed on Notice):

Provide all the reasons for your reopen request, including your reasons for failing to appear at your hearing:

The best time of day for my hearing will be: a.m. p.m.

The best day of week for my hearing will be: Mon. Tues. Wed. Thurs. Fri.

Signature:

Date: