



**Appealing an Unemployment Compensation Denial
from the Unemployment Compensation Board of
Review to the Commonwealth Court**

REMEMBER

The law often changes. Each case is different. This self-help kit is meant to give you general information and not give you specific legal advice.

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To the Commonwealth Court**

If you receive a denial of benefits from the Unemployment Compensation Board of Review you have thirty (30) days from the date written on that decision to file an appeal. That appeal is to the Commonwealth Court of Pennsylvania. If you do not have an attorney then you are *pro se* (meaning you are representing yourself) the suggested way to proceed with the appeal is as follows:

- Within the **30 days** you have to file the appeal, call the Commonwealth Court at **717-255-1600**. Stay on the line for a receptionist or hit the option for the filing office.
- Tell the clerk answering the phone that you want to appeal a decision of the Unemployment Compensation Board of Review and give them the date of the decision you are appealing.
- The clerk will preserve your filing date as the date you called the Court. The date of your call will become the date of the appeal.
- The court will then send you a packet and tell you when that must be sent back to them. The packet will also tell you the number of copies that you need to send and to whom you need to send them.
- You will then get a document that tells you the time frames and all the other documents you must submit for your appeal.

You must make that first call to the court within 30 days from the date of the decision you are appealing or your appeal may be dismissed as untimely.

All unemployment cases waive the filing fees, so there is no fee for you to file your appeal.