

About your EMPLOYMENT SUPPORT ALLOWANCE appeal

We wrote to you on 16/05/2017 acknowledging receipt of your appeal.

You should have now received a copy of the appeal response from the office that made the decision on your appeal. These are the papers, which have been prepared about your appeal and include their reasons and argument for making the decision under appeal, copies of your claim forms and other supporting documents including your request for an appeal. If you have not received these papers yet, please contact the office who made the decision you are appealing against.

It is important at this stage that you confirm that the details we hold for you are correct, if you have changed your mind about appealing and you wish to withdraw please contact us on the above number or write to us at the above address.

If you wish to continue with your appeal, please check the information that we hold about your hearing preferences. If the information we hold is incorrect, please inform us as soon as possible. If the information we hold for you is correct, you do not have to contact us.

About the Hearing

Your appeal will proceed as a **Paper** hearing. A paper hearing is when you or any other party has no objection to the appeal being decided, on these papers by the Tribunal without you or any other party being present. Please note that all parties must agree to a paper hearing taking place. **It is important that if you now wish to have an ORAL hearing (this is when you would like to have a hearing where you and/or your representative, if you have one, can meet the Tribunal to put your case forward), that you inform the tribunal, within 14 days of this letter, in writing.**

We are currently dealing with a high volume of appeals and are working hard to reduce the length of time you will have to wait before hearing from us with a decision on your appeal. We will not be writing to you with a hearing date if you have opted for a paper hearing of your appeal.

It is important that you send us any further evidence that you wish the Tribunal to consider as soon as possible. This evidence will be shared with the other party.

