



## UI Appeals Documentation of Evidence Worksheet

Instructions: Attach the evidence and complete the information needed. It is a good idea for the hearing officer to be able to speak to the person(s) identified to determine the accuracy of the evidence. Use a separate sheet for each piece of evidence. This information will help the hearing officer determine if and how your evidence is relevant to your case. This sheet is for your personal use. Please do not mail it to the hearing officer.

Brief description of evidence: \_\_\_\_\_

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Date and time evidence was collected: \_\_\_\_\_

Person who created/gathered evidence: \_\_\_\_\_

Person's contact information: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

List the Appeal Issue(s) from page 3 of the Notice of Hearing packet:

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