**Section 2720.200 Filing of Appeal**

a) Any party may appeal an Adjudicator's determination or finding. An appeal should be filed in person at or by mail or fax to the local office where the claim was filed.

b) The appeal must be filed within 30 days after the Adjudicator's Determination or Finding was mailed or hand delivered to the parties (see Section 2720.10).

c) No special form is necessary to file an appeal to the Referee. The appeal must comply with the following requirements:

1) The appeal must be in writing, dated and signed by the person appealing or that person's representative; and

2) The appeal must be limited to one claimant and contain the name of the claimant and either the Social Security or Claimant Identification Number of the claimant.

d) An appeal of a labor dispute Determination to a Director's Representative under Section 604 of the Act and Section 2720.275 may be filed by any party to a Determination or an agent representing all members of the affected class of workers by listing either the Social Security or Claimant Identification Numbers of the employees on the appeal.

e) At the request of any appellant, an Adjudicator at the local office where the appeal should be filed pursuant to subsection (a) will assist the appellant in filing the appeal. The Adjudicator providing assistance and the appellant will sign the appeal.

f) The Department will promptly schedule a hearing before a Referee and, except as provided in Section 2720.201, mail notice of the hearing as provided in Section 2720.205. (Customarily, notice of hearing will be mailed within 15 days after the filing of the appeal.)

(Source: Amended at 43 Ill. Reg. 6385, effective May 14, 2019)