**Section 2720.300 Filing of Appeal**

a) Any party may appeal a Referee's Decision. An appeal shall be filed in person, by fax or by mail. The appeal must be filed within 30 days after the Referee's Decision has been mailed to the parties. The appeal should be filed at the address shown on the Referee's Decision.

b) No special form is necessary to file an appeal to the Board of Review. The appeal should:

1) Be in writing, dated and signed by the person appealing or that person's representative;

2) Contain the docket number of the Referee's Decision, the name of the claimant and either the Social Security or Claimant Identification Number of the claimant;

3) set forth the parts of the decision with which the appealing party disagrees and the specific reasons for that disagreement.

c) Any person may request help to write an appeal from the staff of the local office where the claim was filed. Timely filing of an appeal at the local office will be deemed timely filing of an appeal.

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