

APPEALING A CASE TO THE FULL COMMISSION

You must file a written request (Request for Review) with the Clerk of the Commission within 30 days of the date of the decision. This request may be made by WebFile, mail, hand delivery or fax. You are strongly encouraged to make this filing electronically via WebFile, which provides immediate verification of successful filing. If filing by mail, to insure that it is timely filed, certified mail is suggested.

If filing by mail, the address is:

**Jason S. Quattropani, Clerk
333 E. Franklin St.
Richmond, Virginia 23219**

1. Upon receipt of your review request you will receive a **Notice of Receipt of Application for Review** letting you know that your appeal has been filed with the Commission.
2. If an evidentiary hearing was held, the transcript will be typed and made a part of the file. Parties will receive a copy of the transcript upon completion.
3. Upon completion of the transcript process, a **Schedule for Written Statements** will be sent to the parties. The appealing party will have 30 days to submit their statement and any responses will be due 45 days from the date of the schedule.
4. Once the Clerk has received statements from the parties, the file will be assigned to the Full Commission in order for them to make a decision. The Review opinion will be sent to the parties by regular mail once the review process is complete

If you have any questions please contact the Clerk's Office at (804) 205-3569.