

RULE 6

NOTICE OF HEARING BEFORE REFEREE OR BOARD

- (a) At least seven (7) calendar days before the date of a hearing scheduled before a Referee or the Board of Review, a written notice shall be mailed to all parties at their last known addresses. The notice of hearing shall include the following:
 - (I) The date and time of the scheduled hearing;
 - (ii) The location of the hearing including the city, street address and room number;
 - (iii) The purpose of the hearing, the issue or issues involved and the applicable statute, regulation or rule;
 - (iv) Advice as to the importance of attending the hearing;
 - (v) Information concerning appropriate procedural rights, e.g., the right to be represented and to present evidence;
 - (vi) Information concerning postponements and withdrawals;
 - (vii) A description of the responsibility and authority of the Referee; and
 - (viii) Advice as to where and how further assistance or information may be obtained.
- (b) A notice of hearing before the Board of Review shall indicate, when appropriate, that such hearing will be:
 - (I) A full hearing;
 - (ii) A de novo hearing;
 - (iii) A hearing for argument and new evidence only; or
 - (iv) A hearing for argument only.