

Appeals from the Department of Employment and Workforce Appellate Panel (Panel) to the Administrative Law Court (ALC)*

If you have received a **written** decision from the Department of Employment and Workforce **Appellate Panel**, you may appeal that decision to the South Carolina Administrative Law Court pursuant to South Carolina Code §41-35-750 and the ALC's Rules of Procedure.

In order to file an appeal with the ALC, you must file a written, signed document with the ALC and include the following:

- the name, address and telephone number of the party requesting the appeal, and the name, address and telephone number of the attorney or other authorized representative, if any, representing that party;
- a general statement of the grounds for appeal as provided in S.C. Code Ann. §1-23-380(A)(5). The grounds for appeal may be amended, supplemented or modified in the statement of issues in the brief required by Rule 37(B)(1);
- a copy of the final decision which is the subject of the appeal and the date received; and
- a proof of service of the notice of appeal on all parties (including the employer)

Any notice of appeal which is incomplete or not in compliance with the ALC's Rules of Procedure (which are accessible on the home page under "ALC Rules") will not be assigned to an administrative law judge until all required information is received.

If you have any questions after you review these documents, you may call the ALC at (803) 734-0550 and ask to speak with the Clerk regarding your DEW appeal.

However, if you have any questions regarding the process within DEW or have not received a final decision from the Appellate Panel, you may need to contact DEW. Information on the appeals process at DEW can be accessed on their website at: [Appeals | SC Department of Employment and Workforce](#) or by contacting them at (803) 737-2666.

Once your case has been processed and assigned to an administrative law judge, the DEW is required to file the Record on Appeal and all parties (including you) will be required to file a brief in accordance with the Rules. After the record and briefs have been filed, the administrative law judge will review the case and issue a decision. A hearing may not be required (See ALC Rule 39).

***DISCLAIMER: The general information provided in this document is based upon laws in effect at the time of the writing. It is not legal advice and cannot be cited as legal authority. Accordingly, before taking any actions based upon this information, we encourage you to consult with a licensed attorney.**