

# YOUR RIGHT TO APPEAL

If you disagree with the notice to deny your application or expense(s) either in part or whole, you have a right to file an appeal. The information below explains the appeals process and is not intended as legal advice.

## HOW DO I APPEAL?

1. Appeals must be submitted in writing and filed within 45 days from the notice to deny.
2. You may use the appeal form sent to you or write a letter explaining why your application or expenses should be approved. You can include any new information relevant to your claim.
3. Sign, date and return the appeal form or letter to:

**California Victim Compensation Board/Legal and Appeals Office  
P.O. Box 350 Sacramento, CA 95812**

## WHAT HAPPENS AFTER I SUBMIT MY APPEAL?

- CalVCB reviews all the information.
- CalVCB will either approve your application or expenses, compose a written decision or schedule an oral hearing.
- You will be notified of the next step through mail.

## WRITTEN DECISIONS

If you receive a notice of written decision, you have 30 days to submit new information. No in-person meeting is required. A hearing officer reviews the information and writes a proposed decision. The three-person Board may adopt, change or reject it. You will be notified of the decision by mail.

## HEARINGS

If you receive a hearing notice, CalVCB will send a Hearing Confirmation Form (HCF). Most hearings are conducted over the phone. Your HCF includes the time, date and phone number CalVCB will use to call you. If your phone number has changed, let us know immediately. The HCF also explains how to request an in-person hearing or an interpreter.

After the hearing, CalVCB writes a proposed decision and the three-person Board may adopt, change or reject it. You will be notified of the decision by mail.

## HOW DO I PREPARE FOR MY ORAL HEARING?

- Review the information in the letter provided to you.
- Appear at your scheduled hearing on-time and allow 60 minutes.
- Have witnesses and/or supporting information readily available.

## WHAT IF I NEED TO CHANGE THE DATE OF MY ORAL HEARING?

Contact CalVCB in writing as soon as possible. If your request is made less than **ten (10) days** before the original hearing date, please explain why you need to change the date. You will be notified if your request is approved or denied.



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