

FILING APPEALS
UNDER THE RAILROAD RETIREMENT ACT AND
THE RAILROAD UNEMPLOYMENT INSURANCE ACT

YOUR RIGHT TO BE REPRESENTED --

You have the right to be represented by a qualified person of your choice in dealing with the Railroad Retirement Board. If you prefer a legal representative but have difficulty finding one or cannot afford one, you should ask your local bar association or legal aid society about obtaining the services of an attorney. You and your representative will receive notices of all decisions on your claim.

APPEAL OF A RECONSIDERATION DECISION --

If you want to appeal a reconsideration decision, you must do so **within 60 days** of the date the reconsideration decision was mailed to you. The appeal must be filed on RRB Form HA-1 which is available at any office of the Railroad Retirement Board. The filing date of an appeal is the date it is received in any office of the Board. You will lose your right to appeal if you do not file the form within the 60 day period. A hearings officer may waive the timeliness requirement if he or she finds you had good cause for not filing the form timely.

After your appeal form HA-1 is received, a hearings officer will be assigned to your appeal. The hearings officer assigned to your appeal works in the Railroad Retirement Board's Bureau of Hearings and Appeals and had no part in the first decision or the reconsideration decision of your case.

You will be given the opportunity to submit additional evidence after your appeal is received. The hearings officer may also develop additional evidence. The hearings officer will determine if a

hearing is necessary. Where the hearing officer finds that the issues raised by your appeal can be resolved without a hearing, no hearing will be held but you or your representative will be given the opportunity to comment on the evidence that will be evaluated by the hearings officer and you may submit a written argument.

If a hearing is held, you and your representative, if you have one, will be notified in advance of the date, time, and place of the hearing. The hearings officer will ask you questions and may question any witnesses you bring to the hearing. You will have the opportunity to explain your case in person to the hearings officer.

The hearings officer will send you a copy of the written decision on your appeal as soon as his or her evaluation is completed.

APPEAL OF A HEARINGS OFFICER'S DECISION --

If you want to appeal a hearings officer's decision, you must appeal to the three member Board which heads the Railroad Retirement Board **within 60 days** of the date of the notice of the hearings officer's decision. The appeal must be filed on RRB Form HA-1 within 60 days of the date the hearings officer's decision was mailed to you or you will lose your right to appeal. The three member Board may, however, waive the timeliness requirement if they find you had good cause for not filing the form timely. The decision of the Board will generally be made based upon the evidence in the record used by the hearings officer.

You do not have the right to submit additional evidence to the three member Board. Additions to the record may be allowed by the Board in accordance with the Board's regulations. No oral testimony is obtained at this step in the appeals

process.

A written decision will be sent to you after the Board's decision on your case is made.

FEDERAL COURT REVIEW --

There are different time limits under the Railroad Retirement Act and the Railroad Unemployment Insurance Act to appeal a decision of the Board to federal courts.

Under the Railroad Retirement Act, if the Board upholds the denial of your claim, a further appeal may be taken to federal court **within one year** after the date of the Board's decision. This may be done by filing a petition for review in the U.S. Court of Appeals for the circuit in which you reside, or the U.S. Court of Appeals for the Seventh Circuit or the U.S. Court of Appeals for the District of Columbia.

Under the Railroad Unemployment Insurance Act, if the Board upholds the denial of your claim, a further appeal may be taken to federal court **within ninety days** after the date of the Board's decision. This may be done by filing a petition for review in the U.S. Court of Appeals for the circuit in which you reside, or the U.S. Court of Appeals for the Seventh Circuit or the U.S. Court of Appeals for the District of Columbia.

ATTORNEYS' FEES--

Under the Railroad Retirement Act, the Board does not set attorneys' fees. However, an attempt by an attorney to collect a fee that is a gross overpayment for the services rendered may result in the Board's refusal to permit the attorney to represent claimants in future cases with the Board.

Under the Railroad Unemployment Insurance Act, the Board does not set attorneys' fees but after the amount of the fee to be charged has been agreed upon by you and your attorney, the fee agreement must be submitted to the Board for approval.

Under either Act, the Board will not deduct the amount of attorneys' fees from the accrued benefit due a claimant.

NON-DISCRIMINATION ON THE BASIS OF DISABILITY --

All programs of the Railroad Retirement Board, including the appeals process, are governed by the provisions of Section 504 of the Rehabilitation Act of 1973, as set forth in Part 365 of the agency's regulations.

The hearings officer, in the conduct of a hearing and the making of the decision in an appeal under either Act, shall ensure effective communication with all appellants, including those who are vision-impaired, hearing-impaired or have other disabilities. Auxiliary aids will be used where necessary. Appellants requiring special assistance should contact the hearings officer to request such assistance.

Any complaints alleging violations of this provision should be directed to the Director of Administration, Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611. Complaints must be filed within 90 days of the alleged act of discrimination. Questions regarding individual rights under this provision may be directed to the Director of Equal Opportunity at the above address.

<p>APPEAL UNDER THE RAILROAD RETIREMENT ACT OR THE RAILROAD UNEMPLOY- MENT INSURANCE ACT</p> <p>IMPORTANT: PLEASE READ FORM HA-2 BEFORE COMPLETING THIS FORM</p>	PRINT NAME (First, Middle Initial, Last)		SOCIAL SECURITY NUMBER		
			RRB CLAIM NUMBER (R.R.A. Appeals Only)		
	PRINT ADDRESS (Number, Street/Apt. No., P.O. Box)			TELEPHONE NO. AREA CODE ()	
	CITY		STATE	ZIP CODE	

Before completing this form read the information contained on the back of this form.

COMPLETE EITHER ITEM A OR B BELOW:

- A. I hereby appeal the reconsideration decision reported in a letter dated _____
- B. I hereby appeal the hearings officer's decision reported in a letter dated _____

This appeal is based on what I believe to be mistakes of fact or errors of law. Details of these mistakes are as follows:

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

I INTEND TO SUBMIT ADDITIONAL EVIDENCE AS FOLLOWS: (if none, so state)

THIS FORM SHOULD BE SENT TO THE BUREAU OF HEARINGS AND APPEALS, RAILROAD RETIREMENT BOARD, 844 NORTH RUSH STREET, CHICAGO, ILLINOIS 60611-2092, OR TO ANY OFFICE OF THE RAILROAD RETIREMENT BOARD. SEE FORM HA-2 FOR INFORMATION ON TIME LIMITATIONS.

<p>IF CLAIMANT IS REPRESENTED:</p> <p>Name of Representative _____</p> <p>Address _____</p> <p>_____</p> <p>Phone No. () _____</p> <p><input type="checkbox"/> Attorney <input type="checkbox"/> Non-Attorney</p>	<p>SIGNATURE OF CLAIMANT _____</p> <p>DATE SIGNED _____</p> <p>IF THIS APPEAL IS FILED BY A PERSON OTHER THAN CLAIMANT, STATE RELATIONSHIP TO THE CLAIMANT BELOW:</p> <p style="text-align: center;">(EXECUTOR, ADMINISTRATOR, GUARDIAN, ETC.)</p>
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COLLECTION AND USE OF INFORMATION FROM YOUR APPEAL FORM—PRIVACY ACT NOTICE

Under section 7 (b)(6) of the Railroad Retirement Act of 1974 and section 5(b) of the Railroad Unemployment Insurance Act, the Railroad Retirement Board (RRB) is authorized to ask you for the information on the reverse side of this form. You are not required to provide us with this information; however if you do not do so, we cannot process your appeal. Federal agencies may not conduct or sponsor, and respondents are not required to respond to a collection of information unless it displays a valid OMB number.

Although the information which we ask for on this form is almost never used for any purpose other than the processing of your appeal, the RRB does have the authority to release some or all of the information without your approval in the following ways:

- 1) Information may be released to an attorney, Congressman's office, labor union or to the Department of State's embassy or consular offices if they claim to be representing you at your request.
- 2) Information may be released to other people who are receiving benefits based on the same railroad retirement account as the one on which you are claiming benefits if the information might affect their payments from the RRB.
- 3) Information may be released to a person who is receiving benefits on your behalf if the RRB decides that some medical condition keeps you from receiving your own benefits.
- 4) Information may be released to your last employer to make sure you are eligible to receive benefits under the Railroad Retirement Act or under the Railroad Unemployment Insurance Act.
- 5) Information (including medical records) may be released to people or organizations who are working for the RRB.
- 6) Information may be released in certain cases for law enforcement purposes and for court proceedings.

A complete list of the persons, organizations or agencies to which the information you gave us may be released is published in the Federal Register. The current list is available in any office of the RRB, if you wish to see it.

ESTIMATED COMPLETION TIME

We think this form takes an average of 20 minutes per response, including the time for reviewing the instructions, getting the needed data, and reviewing the completed form. If you wish, send comments regarding the accuracy of our estimate or any other aspects of this form, including suggestions for reducing completion time, to the Chief of Information Management, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092 and to the Office of Management and Budget, Paperwork Reduction Project (3220-0007), Washington, DC 20503. Please *do not* return this form to either of these addresses.