



DEPARTMENT OF VETERANS AFFAIRS
Board of Veterans' Appeals
Washington, DC

September 2, 2020

TEST VETERAN
TEST LINE 1
TEST LINE 2
TEST LINE 3
ANYWHERE, VA 12345

In reply, refer to:
319/KJ
File Number: 123456789
Test Veteran

Dear Mr. Veteran:

You have elected to travel to a VA Regional Office for a **video hearing** with a Veterans Law Judge (VLJ). Due to COVID-19, many Regional Offices are not open to the public which limits the Board's ability to hold hearings at these locations and will substantially delay a decision in your appeal.

We have reserved a virtual tele-hearing slot for you.

As a result of the VA Tele-Hearing Modernization Act, you are no longer required to travel to a Regional Office to have your hearing with a VLJ and you may have a **virtual tele-hearing**.

To assist you in resolving your appeal in a timely manner, we have reserved the following virtual tele-hearing date and time for you:

December 10, 2020 at 9:45 am

This hearing is not held at the Regional Office and you should not travel to the office for the hearing. If you would like to accept the virtual tele-hearing on the above date and time, please follow the instructions below in the section entitled "How do I accept my virtual tele-hearing?" You could also withdraw your hearing request and allow the judge to decide your appeal based on the information already in your file.

What is a virtual tele-hearing?

Virtual tele-hearings allow you to participate in your Board hearing from any location, including at your home. You will need a computer, tablet, or mobile device with a reliable internet connection, a camera, and a microphone (which most mobile phones have). Family members or caregivers may assist you, and your representative can join you from a

File Number: 123456789
VETERAN, TEST

different location in the virtual tele-hearing room. The enclosed provides additional information on virtual tele-hearings.

How do I accept my virtual tele-hearing?

If you would like to accept the virtual tele-hearing reservation listed above instead of having a video hearing at a VA Regional Office, please **call 833-220-3030 (toll-free)**. **If you do not accept this reserved date and time by [date of letter plus 45 days], we will cancel this reservation so we can offer a hearing to another Veteran. At the time of the call you must provide your representative's email address so that we may notify him or her of the hearing.** We encourage you to also contact your representative and advise him or her you have accepted a virtual tele-hearing on the above date and time.

What if I do not want a virtual tele-hearing?

If you do not want a virtual tele-hearing, you do not need to do anything. We will cancel the virtual tele-hearing reservation we have made for you and you will retain your place in line for a video hearing at a Regional Office when we are able to resume hearings.

What happens if I do not call you?

If you do not call us by [DATE OF LETTER + 45] then we will cancel the reservation we have made for you and you will retain your place in line for a video hearing at a Regional Office when we are able to resume hearings.

If I accept my virtual tele-hearing, what happens next?

After you tell us you accept the virtual tele-hearing, we will send you a scheduling notice that contains information about how a virtual tele-hearing works, instructions on how to test your equipment, and how to connect with the judge on the day of the hearing.

What if I need to reschedule my virtual tele-hearing?

Send a written request to reschedule your hearing at least two weeks before your scheduled hearing explaining why you have "good cause" for rescheduling the hearing.

If your hearing is less than 15 days away, or you missed your hearing and would like to reschedule, you must file a written motion for a new hearing date within 15 days of the originally scheduled hearing date, explaining why you missed the hearing and/or why a timely request for a new hearing date could not have been submitted.

File Number: 123456789
VETERAN, TEST

A VLJ will review your request and decide if the hearing can be rescheduled. You will get a decision about rescheduling your hearing in the mail. Examples of good cause include, but are not limited to, illness of the appellant (you) and/or representative, difficulty in obtaining necessary records, and unavailability of a necessary witness.

What if I want to withdraw (cancel) my hearing?

If you no longer want a hearing, please send a written request to withdraw or cancel your hearing by fax to (844) 678-8979, or by mail to Board of Veterans' Appeals, P.O. Box 27063, Washington, DC 20038.

May I submit new evidence?

If your appeal is an Appeals Modernization Act (AMA) appeal, you may only submit evidence at the hearing or within a 90-day window following the scheduled hearing date. If you withdraw your hearing, you may submit evidence within 90 days following receipt of the withdrawal. If you miss your hearing and do not request to reschedule, you may still submit additional evidence up to 90 days after the date your hearing was scheduled.

If your appeal is a Legacy (Pre-AMA) appeal, you may submit evidence at the hearing or up until the date a decision is rendered by the Board.

If you have questions about your appeal, you should contact your representative, if you have one. To obtain the status of your appeal, please call 1-800-827-1000 or visit www.va.gov/claim-or-appeal-status/.

Sincerely yours,



Christopher A. Santoro
Deputy Vice Chairman

Enclosures: Where to Send Written Correspondence

cc: AMERICAN LEGION