

4.1 | COVERSHEET

Because the filing of the appeal and brief can happen separately, a coversheet with identifying information helps ensure that your brief will be paired with the right appeal. A coversheet should have: the names of the parties, the Agency Complaint Number, an EEOC Hearing Number (if applicable), and the EEOC Appeal Number.

Here is a sample:

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
OFFICE OF FEDERAL OPERATIONS**

Jane Doe,	)	
Complainant,	)	
v.	)	EEOC Appeal No. 202100ZZZZ
U.S. Dept. of XYZ (Sub-	)	EEOC Hearing No. (if applicable): N/A
agency),	)	
Agency).	)	Agency Case No. 123-ABC-XXX

Check which brief this is:	☒ BRIEF IN SUPPORT OF APPEAL ☐ BRIEF IN OPPOSITION TO APPEAL
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Your Name: Jane Doe
 Address: 123 Anywhere Lane
 Anytown, MD XXXXX

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