



THE EEOC'S GUIDE TO APPEAL BRIEF WRITING
CHAPTER 2
(entire chapter)

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*"Guide to Appeal Brief Writing for Unrepresented Complainants
before the EEOC Office of Federal Operations"*

Chapter 2: General Information About Appeal Briefs and Due Dates

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EEOC HANDBOOK
GUIDE TO APPEAL BRIEF WRITING

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CHAPTER: 2 GENERAL INFORMATION ABOUT APPEAL BRIEFS AND
 DUE DATES

SECTIONS: 2.1 through 2.2



2.1 | WHAT IS AN APPEAL BRIEF?

An appeal brief is an optional written document where the parties explain to the EEOC Office of Federal Operations why an earlier decision by a federal agency or EEOC Administrative Judge made a mistake or decided the case correctly. Two briefs may be filed during the appeals process:

- A brief or statement in support of the appeal.

This brief usually sets out the history of the case, explains to the EEOC Office of Federal Operations the mistake or error that the previous decision made, and argues why the previous decision should be reversed.

- A brief or statement in opposition to the appeal.

This brief responds to the arguments raised in the brief in support of an appeal (when filed by a complainant it is responding to an appeal by the agency) and sets out arguments that the previous decision was correct and should be affirmed.

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2.2 | DUE DATES FOR FILING BRIEFS

- Brief or statement in support of the appeal.

A brief in support of an appeal must be filed within 30 calendar days of filing the appeal.

- Brief or statement in opposition to the appeal.

If the agency files an appeal and a supporting brief, you may file a brief in opposition to the appeal within 30 calendar days from when you receive the agency's brief in support of its appeal.

- Brief or statement in support of a request for reconsideration.

If you request the EEOC reconsider one of its prior appellate decisions, you can submit a brief or statement to support your request for reconsideration. You must file your brief at the same time as you file your request for reconsideration.

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APPENDIX



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