Internal Appeals
WCB Nova Scotia
200-137 Venture Run
Dartmouth, NS B3B 0L9

Toll-free: 1-800-870-3331
Internal Appeals: 902-491-8800
Fax: 902-491-8001

Notice of Appeal to Hearing Officer — Worker Appeal

Submit online for faster service

Send your completed form via secure message through WCB Online at wcb.ns.ca.
You can also return forms by fax or mail.

Claim #:

WORKER: Please complete this Notice of Appeal form in full. This form is due to **WCB Nova Scotia within 90 days of receiving a written decision**. If the form is not received within 90 days, it is possible the appeal will not proceed.

A. INFORMATION REQUIRED

Worker's Name:

Address:	City/Town:	Province:	Postal Code:

Telephone:	Fax:

Name of Employer When Injury Occurred:

B. DECISION TO BE APPEALED

I wish to appeal the WCB Nova Scotia decision made by _____ dated dd | mm | yyyy
(caseworker)

I believe the decision maker made the following error: (Please be specific as you can and use extra paper if necessary.)

Have you discussed this error with your caseworker? Yes ☐ No ☐

The benefits/remedy I am seeking includes: (Please be specific as you can and use extra paper if necessary.)

Form continues next page

C. APPEAL ASSISTANCE

☐ I intend to represent myself during the appeal process. Yes ☐ No ☐

Workers may also seek assistance through the Workers' Advisers Program, which can be reached at 902-424-5050 in Halifax or toll free across Nova Scotia at 1-800-774-4712. They can also be reached through this website www.novascotia.ca/lae/wap. If you intend to seek representation through the Workers' Advisers Program, this should be done immediately to ensure they have sufficient time to establish your eligibility.

☐ I have contacted the Workers' Advisers Program and am awaiting confirmation regarding representation.
I give permission to the Workers' Advisers Program to obtain a copy of my file. Yes ☐ No ☐

☐ If you already have a representative, please provide the following information.

Name of Representative:			
Name of Firm/Organization:			
Address:	City/Town:	Province:	Postal Code:
Telephone:	Fax:		

D. APPEAL PROCESS

Once we receive this form, we will contact you (or your representative) by telephone to review the Internal Appeals process, clarify the issue you are appealing and answer any questions you may have.

IMPORTANT: If the Notice of Appeal form (noting the specific reasons for your appeal) and relevant supporting information are not **received at WCB Nova Scotia within 90 days** of receiving the original claim decision, the appeal may not be accepted, and the original claim decision will become the final decision of the WCB.

Signature of Worker or Representative

Date