LETTER – FORWARDING OF PARTY BRIEF FOR RESPONSE IN CASES OF CLAIMED NEWLY AVAILABLE EVIDENCE

INSTRUCTIONS FOR **APPELLATE DECISION MAKER**: WHERE THE APPEAL REQUEST CLAIMED NEWLY AVAILABLE EVIDENCE USE THIS LETTER TO FORWARD A FULL AND COMPLETE COPY OF THE APPEALLING PARTY’S BRIEF AND ANY SUPPORTING DOCUMENTATION THEY PROVIDED TO YOU ON TO THE OPPOSING PARTY FOR THEIR REVIEW AND WRITTEN RESPONSE AS REQUIRED UNDER POLICY SECTION IV.H.6. BE SURE TO COPY THE PARTY ADVISOR (IF ANY).

Be sure to read this entire letter and make the appropriate text selections where indicated in [BRACKETS]

[INSERT HERE DATE OF LETTER OR EMAIL]

[INSERT METHOD OF DELIVERY: FIRST CLASS MAIL OR EMAIL]

RESPONDENT OR COMPLAINANT NAME (as appropriate)

MAIL ADDRESS

Email address:

RE: Forwarding of Party Brief in Case of Newly Available Evidence

Dear **[INSERT RESPONDENT OR COMPLAINANT NAME as appropriate]:**

Please find attached for your review and response the [Insert as appropriate Respondent/Complainant]’s Brief and supporting documentation in this appeal involving claims of newly available evidence. (Enclosure).

If you wish to submit a written statement of response to these materials or to otherwise support the [**INSTRUCTIONS CHOOSE EITHER AS APPROPRIATE:** Dismissal of a Formal Complaint of Sexual Harassment (or any allegations therein) **OR** Initial Determination Regarding Responsibility], please provide that to me no later than [**INSERT HERE A DEADLINE DATE (which provides the recipient 7 DAYS FOLLOWING ANTICIPATED RECEIPT OF THIS LETTER).]**

Thank you for your anticipated cooperation through this process. Please let me know if you have any questions.

Sincerely,

NAME

Appellate Decision Maker

Enclosure: Appealing Party’s Brief and Documentation

cc: Party Advisor (If Any)