

**UNEMPLOYMENT INSURANCE APPEAL BOARD APPEAL  
PRAECIPE SAMPLE**

IN THE SUPERIOR COURT OF THE STATE OF DELAWARE

PRAECIPE

Your Name )  
 )  
v. ) Civil Action No. \_\_\_\_\_  
 )  
Name of Company )  
 )  
And )  
 )  
UNEMPLOYMENT INSURANCE )  
APPEAL BOARD )

Please issue Citation on Appeal

Name of Company  
Address of Company

Unemployment Insurance Appeal Board  
4425 N. Market Street  
Wilmington, DE 19802

\_\_\_\_\_  
Appellant  
Address  
Phone Number

To: Prothonotary

**IN THE SUPERIOR COURT OF THE STATE OF DELAWARE**

Your Name )  
 )  
 v. )  
 Name of Company )  
 )  
 and )  
 )  
 Unemployment Insurance )  
 Appeal Board )

C.A. No. \_\_\_\_\_

**CITATION ON APPEAL FROM  
THE DECISION OF:**

U.I.A.B.

**Dated:** \_\_\_\_\_

**THE STATE OF DELAWARE,  
TO THE SHERIFF OF \_\_\_\_\_ COUNTY:  
YOU ARE COMMANDED:**

To cite Unemployment Insurance Appeal Board so that, within 20 days after service hereof upon the Custodian of its records, exclusive of the day of service, the Custodian shall send to this Court a certified copy of the record of the proceedings below, including a typewritten copy of the evidence (unless all parties having an interest in the outcome of the appeal shall file with the Unemployment Insurance Appeal Board within 10 days from the filing of the Notice of Appeal, a written stipulation that the evidence may be omitted as part of the record, in which case the stipulation shall be included as part of the record), together with this citation.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Prothonotary*

\_\_\_\_\_  
*Per Deputy*