

6. Do your homework when writing legal instructions

How do I do this?

- **Check your rules and statutes:** Make sure you are in complying with any requirements set forth in the RCWs and WACs. Have them checked out by an attorney familiar with your program.
- **Make sure the program reviews any changes made by the attorney,** so it process matches the attorney's recommendations.
- **Don't assume your reader will understand legal terminology.** Some words that may confuse: Notarize, Warrant, Serve.
- **Send a final, clear write-through to the program and the attorney if their changes aren't clear.**
- **Set the appeal rights statement apart from the body of the decision:** Use white space and a simple header, like "What to do if you disagree with this decision."

Why do this?

- Citizens have the right to absolutely correct and clear information when it comes to understanding their rights and obligations under the law.

Do	Don't
Enclosed is a Proposed Decision and Order (PD&O) in this appeal. What if I disagree with the decision reached in the PD&O? Any party who disagrees with any portion of this decision may request a review by the three Board Members. Your request must be in writing and should be titled "Petition for Review."	Attached to this notice is the PROPOSED DECISION AND ORDER issued by the Industrial Appeals Judge. If you disagree with any portion of this decision, you have the right to request the Board to review the case.