



NATIONAL MEDIATION BOARD
WASHINGTON, DC 20572

(202) 692-5000

36 NMB No. 7

November 14, 2008

NOTICE

TO: All Carriers and Labor Organizations

FROM: Mary L. Johnson
General Counsel

SUBJECT: Introduction of E-filing for Representation Cases – Trial
Period

Effective December 1, 2008, the National Mediation Board (NMB or Board) will begin a minimum three month trial period for testing a new electronic “E-filing” system for representation cases filed with the Office of Legal Affairs (OLA). The E-filing system is secure and has been tested internally. During the trial period, we will continue to accept paper submissions via mail or facsimile for all representation matters. E-filing will just be another method for participants to submit documents pertaining to representation proceedings.

The trial period will initially run **December 1, 2008 through February 27, 2009**. The trial period may be extended if the Board determines further testing is needed. For applications received during this period, assigned NMB Counsel will contact participants from the organization and carrier and inquire about participation in the E-filing trial. Participation is voluntary but will be greatly appreciated as we test our new system.

The Board will accept any comments from those participating in the trial regarding our proposed E-filing system commencing December 1, 2008. **Please direct comments of no more than five (5) single-spaced pages to Mary L. Johnson, General Counsel, at legal@nmb.gov or fax comments to 202-692-5085.** The Board will evaluate all written comments regarding the proposed E-filing system.

In addition, we are asking our participants receiving this Notice to send a current email address to legal@nmb.gov so we can compile a comprehensive database of contact information.

Participant Guidelines for E-filing

All representation-related documents may be filed electronically with OLA, except for the following three which are still required in hard copy: 1) the initial Application for Investigation of Representation Dispute; 2) Authorization cards; and 3) signature samples.

The docket letter triggered by an initial application will inform participants of OLA's E-filing address, OLA-efile@nmb.gov, and provide other information regarding the new process. All electronic submissions must reference the assigned representation case number (R/CR/CJ-XXXX) in the subject line of the email so that the document is properly filed. All electronic submissions must be in Portable Document Format (PDF) format and cannot exceed a 50 page limit. When a participant has successfully filed a submission at OLA-efile@nmb.gov, they will receive an auto-reply message. A member of the OLA staff will review the submission to determine whether it satisfies the NMB's representation case submission requirements.

Participants will continue to follow our current rules on simultaneous service per the NMB's Representation Manual Section 1.2. Participants will be informed, through the circulated Notice of Appearance document, whether they can serve another participant through a provided email address or whether they need to serve the document through mail or facsimile. Participants are responsible for ensuring successful service.

In addition, representatives in OLA will be available to assist participants as they become familiar with the new E-filing processes at **202-692-5040**.

After the trial period, there will be a formal Notice and Comment period prior to full implementation of the Board's E-filing system.

Thank you in advance for your cooperation.