



NATIONAL MEDIATION BOARD
WASHINGTON, DC 20572

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36 NMB No. 25

February 20, 2009

NOTICE

TO: All Carriers and Labor Organizations

FROM: Mary L. Johnson *mdj*
General Counsel

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

Effective December 1, 2008, the National Mediation Board (NMB or Board) began a 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 have continued to accept paper submissions via mail or facsimile for all representation matters. E-filing is simply an additional method for participants to submit documents pertaining to representation proceedings.

The trial period was initially set to run **December 1, 2008 through February 27, 2009**. The trial period is now being extended three additional months, until **May 29, 2009**, as the Board has determined that 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 E-filing system.

The Board will accept any comments from those participating in the trial regarding our proposed E-filing. **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 reminding 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 items which are still required in hard copy: 1) the initial Application for Investigation of Representation Dispute; 2) Authorization cards; and 3) signature samples.

Participants agreeing to utilize E-filing will be informed of OLA's E-filing address, OLA-efile@nmb.gov, and provided 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 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 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.