

HOW TO FILE A PETITION

- * An original and three (3) copies of this Petition for Review must be filed in person or by mail with:

NYS Industrial Board of Appeals

State Office Campus

Building 12 – Room 116

Albany, NY 12240

- ** A **complete** copy of the Order(s) that you are appealing **must** be attached to each copy of the Petition for Review that you file with the Industrial Board of Appeals.
- *** The Petition must be filed with the Board within 60 days from the date of the Order to Comply.

If you are an attorney or any other representative receiving a fee for your services, **you must file a Notice of Appearance form.** (*see Forms*)

For Petitioners who are represented by another person, other than a non-attorney, **each petitioner must file a Designation of Representative form.** (*see Forms*)

NOTE: It is highly recommended that the Petition be mailed to the Board via certified mail, return receipt requested, so that you have proof that the Petition was filed.