

## **GUIDELINE FOR FILING CORRESPONDENCE ELECTRONICALLY**

The Industrial Board of Appeals (Board) has established an electronic mailbox for the issuance and receipt of electronic correspondence. That address is [ibacorrespondence@industrialappeals.ny.gov](mailto:ibacorrespondence@industrialappeals.ny.gov).

### **BOARD USE**

When issuing correspondence, the Board will send all emails to both parties at their designated email address. Please make sure that any emails from this address are not inadvertently going to your spam folder.

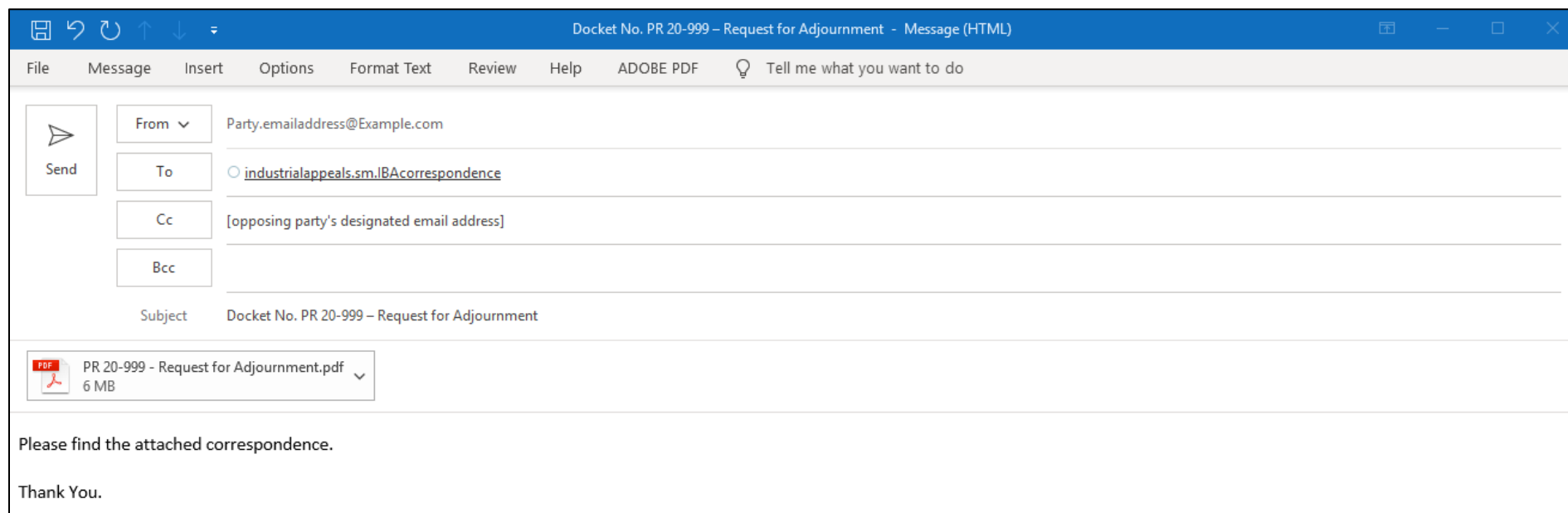
### **PARTY USE**

The parties are free to communicate with one another in any means they find acceptable. There is no need to copy the Board on such communications.

The correspondence email box should be used only when parties are filing documents with the Board. When doing so, the parties must:

- Attach a copy of their correspondence to an email addressed to [ibacorrespondence@industrialappeals.ny.gov](mailto:ibacorrespondence@industrialappeals.ny.gov),
- Copy the opposing party at their designated email address, and
- Use the Following Subject Line: "Docket No. XX XX-XXX – [title of correspondence]".

### **EXAMPLE E-MAIL**



The screenshot shows an email composition window titled "Docket No. PR 20-999 – Request for Adjournment - Message (HTML)". The window includes a menu bar with options like File, Message, Insert, Options, Format Text, Review, Help, and ADOBE PDF. The main area contains the following fields:

- From:** Party.emailaddress@Example.com
- To:** [industrialappeals.sm.IBAcorrespondence](mailto:industrialappeals.sm.IBAcorrespondence)
- Cc:** [opposing party's designated email address]
- Bcc:**
- Subject:** Docket No. PR 20-999 – Request for Adjournment

Below the fields, there is an attached PDF file named "PR 20-999 - Request for Adjournment.pdf" with a size of 6 MB. The body of the email contains the text:

Please find the attached correspondence.

Thank You.