

# **GUIDELINE FOR FILING PETITIONS ELECTRONICALLY**

The Industrial Board of Appeals (Board) has temporarily suspended the requirement that petitions be served through first class mail or by personal service to the Board's office in Albany, NY. Petitions may now be filed via electronic mail in addition to the methods contained in Board Rules (12 NYCRR) § 65.5.

This suspension is effective March 18, 2020, and ends on December 31, 2020, and may be extended by further resolution as needed. This suspension and electronic filing method do not affect or toll any time periods prescribed by statute.

## **IMPORTANT NOTES**

1. Necessary Documents Only: You do **NOT** need to file all your evidence at this time. Please only file the necessary documents detailed below. Document exchange can be conducted up and until two weeks prior to a hearing after its scheduled.
2. Review our Website: Please review the "Hearings" section of the Website. On the left-hand side of the page, you can navigate to the "Filing a Petition" section.
3. 1 Copy Only: You do **NOT** need to provide 4 copies of the petition and order/determination in your email. A single attachment of the petition and order/determination is sufficient at this time.

## **WHAT IS A PETITION?**

A petition consists of two things:

1. A completed and signed petition; and
2. A complete copy of the Order or Letter Determination you are appealing.

If you are representing yourself, you do not need to submit any other forms to file your petition with the Board. (Please follow steps 1-9 below.)

If you are a representative (lawyer, agent, lobbyist, or other representative) and you are receiving a fee for your services, you must file a [Notice of Appearance form](#). (Please follow steps 1-10 below.)

Petitioners who are represented by someone who is not receiving a fee must file a [Designation of Representative form](#). (Please follow steps 1-10 below.)

## **HOW TO FILE YOUR PETITION ELECTRONICALLY**

1. Fill Out Petition: Print and complete a copy of the Board's [Sample Petition](#).
2. Sign: Sign the completed petition.
3. Scan Petition: Scan your completed and signed petition and save the file as a PDF
4. Name Petition: Name your File "FirstName.LastName – Petition – [Date Filed]"  
For example: Jane.Doe – Petition – 3/18/2020.pdf
5. Scan Order/Petition: Scan a copy of the Order/Determination
6. Name Order: Name your File "FirstName.LastName – Order – [Date Filed]"  
For example: Jane.Doe – Order – 3/18/2020.pdf
7. Email Subject Line: Please start the Subject Line with "IBA Petition"
8. Email Body: Please include your phone, fax and any other relevant contact information.
9. Send to: [industrialappeals.sm.service@industrialappeals.ny.gov](mailto:industrialappeals.sm.service@industrialappeals.ny.gov)
10. Other Forms: Please also attach a complete Notice of Appearance form

Retain a copy of your sent email as a receipt of the filing.