

## **GUIDELINE FOR FILING PETITIONS ELECTRONICALLY**

Petitions may now be filed via electronic mail. In addition to being able to file a petition electronically, you may also opt in to receive service and notice of the proceedings in your case electronically, rather than through the mail. You are not required to accept service and notice electronically and may choose not to opt in and instead receive service and notice by regular mail. If you would like to opt in to receiving service and notice electronically, you may do so by filling out the [Opt In to Receive Service and Notice Electronically form](#) and sending it in with your petition.

### **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 and after it is 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 of any kind (lawyer, agent, lobbyist, accountant, employee of business, or other representative) you must file a [Notice of Appearance 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 [Petition Form](#), or complete the fillable pdf.
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 of the email with “IBA Petition.”
8. **Email Body:** Please include your phone, email, 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 and a complete [Opt In to Receive Service and Notice Electronically](#) form (if applicable).

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