

# Electronic Filing with the Pennsylvania Labor Relations Board

## FAQs

### What documents can I file with the PLRB by email?

You may file any document -a charge, motion, brief, exceptions, etc. -EXCEPT a petition for representation that is accompanied by a showing of interest. Petitions that require the filing of a showing of interest must be filed either by mail or in person and bear the original signatures. ANY EVIDENCE TO SUPPORT A SHOWING OF INTEREST MAY NOT BE FILED BY EMAIL.

### How do I file by email?

You can scan the original signed, and notarized, if applicable, document and all attachments to a PDF file and email it to the PLRB's filing email listed on the PLRB webpage.

### Do I need to file the original after filing by email?

No. However, the original should be retained for your records or in the event PLRB staff or hearing examiner would request the filing of the original.

### Is there a size or page limit for emailing documents to the PLRB?

Based on certain factors, very large PDFs may be undeliverable. If this happens, your filing may be broken up into separate emails. The date and time of the filing will be recorded based on the receipt of the last email that completes the filing.

### May I file by email after close of business, and what is the deadline for filing documents?

The PLRB rules and regulations require that documents be received by the PLRB no later than close of business on the last day to file. Close of business for the PLRB is 5 p.m., Monday through Friday. Documents emailed to the PLRB after 5 p.m. will be deemed filed on the next business day.

### How will the PLRB know if a document is timely filed before close of business?

The time and date as reflected on your email received by the PLRB will become part of the record of the case and reflect the official date and time of filing by email.

Can I file a document with the PLRB by email on a weekend, holiday, or a day the PLRB offices are closed?

Yes. If a document is filed by email on days where the PLRB's Harrisburg office is closed due to a weather emergency, or other proclamation of the governor, the date and time of filing will be the time receipt reflected by the PLRB's email server. Documents that are email filed with the Board over a weekend or on a legal holiday will be filed and docketed on the next business day. Under the PLRB Regulations, if the last day to file a document falls on a weekend or holiday, the last day is omitted, and the document is treated as timely filed on the next business day.

May I serve other parties with documents filed by email?

If you would like to permit other parties to serve you with papers filed with the Board by email, you must provide a valid email address on an entry of appearance filed with the PLRB. However, service by email is not required.

May I receive documents from the PLRB by email?

By statute, the PLRB must officially issue all orders and other documents to the parties by mail. At the discretion of the hearing examiner or secretary of the PLRB, and upon agreement of all parties, copies of PLRB orders or other documents may be emailed to the parties after official issuance.