

U.S. Merit Systems Protection Board

Susan Tsui Grundmann, Chairman Anne M. Wagner, Vice Chairman Mary M. Rose, Member



Elect e-filing online at e-appeal.mspb.gov

Select the e-Filing Status option Or Do as part of initial pleading









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Overview of Electronic Filing at the Merit Systems Protection Board

Most of the Board's rules governing electronic filing (e-filing) are set out in its regulation at <u>5 C.F.R.</u> <u>1201.14</u>. Additional information can be found in the Board's <u>Federal Register Notice of September 27</u>, <u>2004</u>.

- 1. What does it mean to be an e-filer in an MSPB proceeding?
- 2. What must I do to engage in electronic filing?
- 3. Must all persons associated with a party make the same decision regarding e-filing?

4. If I register as an e-filer, will I be required to disclose my email address to other parties and their representatives?

- 5. What type of documents can be filed electronically?
- 6. Are there documents that cannot be filed or served electronically?
- 7. May I submit an electronic pleading via email?
- 8. If I am registered as an e-filer, must I file everything by electronic means?
- 9. Must electronic pleadings be submitted in a particular format?

10. Are there limits to the number of attachments I can submit as part of an electronic pleading?

11. Will I have the opportunity to review my pleading before I submit it to the Board?

12. If I am unable to complete a pleading while I am online, will I lose what I have created?

13. When I submit some components of a pleading electronically, and some by nonelectronic means, when must I file the non-electronic components?

14. Once I have registered as an e-filer, can I change my mind?

15. How do I serve electronic pleadings on other parties?

16. If I register as an e-filer, how will I receive documents from the Board and other e-filers?

17. Will I get confirmation that my electronic pleading has been received?

• You can start with:

Pleading, or

e-Filing Status.



- First step is to create a user_id.
- In addition to providing a password, you will be asked to provide answers to 3 security questions, which are used for a secondary security check when accessing the repository.



- After logging in, you will be prompted for the MSPB Docket Number.
- You will be then asked to confirm that the correct case has been selected and your identity.



🖉 Docket# Validation - Windows Internet Explorer -http://10.10.10.64/e-appeal/PleadingDocketValidation.aspx U.S. MSPB Merit Systems Protection Board November 30, 2011 e-Appeal Online Tech Support Save & Exit My Account Enter your Docket Number issued by MSPB Be careful about entering the last two digits of the docket number. If your appeal has been dismissed without prejudice and reinstated, the docket number might end in I-2 or W-2 instead of I-1 or W-1. Similarly, if a case has been remanded by the Board it might end in B-1 or B-2. The Docket Number will be listed on the first page of every Notice, Order, or Decision issued by the MSPB. Docket Number continue MSPB Website | Privacy Act

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- The system is designed for paralegals and other support staff to access using their own id.
- They would select On Behalf of Someone Else. An email is sent to the 'other' advising of this access the first time it occurs.



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- Most times, you will be presented with the generic pleading option; where you enter the title for your pleading.
- Depending on case status the options may be restricted to specific pleadings.



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- You are then prompted to select whether you want to upload your pleading or enter it on-line.
- Upload is best for any substantive pleading.
- On-line for short replies to orders or another pleading.



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- Some pleadings such as Petition for Review have a series of questions.



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- Upload is best with word processing or pdf documents but will accept a range of file formats.
- Do not include electronic signatures
- Do not include oversize images





- Once you have selected your file for upload, need to decide whether either of the 2 check boxes are applicable:
- Continuation of prior pleading, or
- More than 3 documents are contained in the uploaded file.



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- Check the continuation box, if this is additional part to the prior pleading.
- This is most often used when uploading an agency file or other large submission where total file size exceeds 10 MB.



 When using the continuation option, the pleading title should identify it as a part; for example: Agency File – Part 2 or the more descriptive; Agency File – Part 2 Tabs m – p.



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- Enter the page number, a description of the document, then click ADD.
- You will then be given a prompt for the next document.
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- You will see a confirmation of the 'bookmarks' to be added.
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- The pleading will be validated after attachment processing. If errors you will be prompted to correct.
- Otherwise, the Certificate of Service prompts will begin.



 If there are parties to be served by traditional means, you will be asked to enter service method.



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 - Print/Review draft
 - Final Submission
 - Save and Do Not Submit.



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<u>On-Line Submission</u> : Once you are sure that your pleading is ready for submission use this option to immediately deliver your pleading to MSPB. Once you submit your pleading, you will not be able to update or correct any data online. Corrections will have to be sent to the MSPB office to which the pleading was submitted. You will be able to print a copy for your records and receive a checklist of attachments at the end of this process.	
Save and Do Not Submit Save : Use this option if you are not ready to submit your pleading at this time. Your e-appeal will be saved for 90 days, during which time you can return, update and submit.	
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- Print Draft Copy for Review will open the pleading as a PDF file for your review.
- You should NOT print this copy for serving others, as it is still a DRAFT.



 Save and Do Not Submit – allows for you to place the submission on hold. When you next log on provide the docket number for this case. You will be asked if you want to resume this pleading.



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3	Download/View	CHANGE OF E-FILING STATUS	APPELLANT	11/28/2011	Use Exit button on menu bar to
2	Download/View	Submission of Settlement Agreement	Appellant	3/23/2010	close the repository listing.
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		Notice of Additional Attorney Appearing at			available for on-line viewing.
11		Hearing	Agency	9/2/2008	Those without links are not
10		Motion to Dismiss for Failure to Prosecute	Agency	8/18/2008	available in electronic format.
9		Prehearing Submissions	Agency	8/11/2008	~
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