

GUIDELINES FOR FILING DOCUMENTS WITH SERB BY ELECTRONIC MAIL

Ohio Administrative Code Rule 4117-1-02 now provides for the electronically filing of certain documents.

If you file any materials electronically, do not file a hard (paper) copy. If you file hard copies, you must file one original and one copy.

Please use the following e-mail addresses to electronically file documents. Please review the following information carefully. It indicates a specific e-mail address for each type of filing. It also contains information specifying documents that cannot be filed electronically.

Mediation - MED@serb.state.oh.us

- ALL forms at WWW.serb.state.oh.us relating to Mediation shall be filed electronically.
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- For any questions on the procedure contact Mary Laurent, 614-644-8716
- Please note that an e-mail cannot exceed 10MB. Filers may use "WinZip" or other utility for file compression, or may separate a large submission into multiple emails.
- Electronic filings received by e-mail after five p.m. on a business day or on a Saturday, Sunday, or legal holiday, or on a day that the SERB Office is closed shall be considered filed on the next business day.

Representation - Rep@serb.state.oh.us

The documents listed below CANNOT BE electronically filed; they must be filed via hard copy:

- Requests for Recognition with original Showing of Interest
- Opt-In Requests for Recognition with original Showing of Interest
- Petitions for Representation Election with original Showing of Interest

- Opt-In Petitions for Representation Election with original Showing of Interest
- Petitions for Decertification Election with original Showing of Interest
- The CASE NUMBER shall appear on the subject line for ALL subsequent filings.
- Election eligibility lists must be filed electronically in word or excel format.
- Please note that an e-mail cannot exceed 10MB. Filers may use “WinZip” or other utility for file compression. If you should have any questions, please contact Licia Sapp, 614-644-6278.
- Electronic filings received by e-mail after five p.m. on a business day or on a Saturday, Sunday, or legal holiday, or on a day that the SERB Office is closed shall be considered filed on the next business day.

Research and Training – Research@serb.state.oh.us

Documents listed below to be filed electronically:

- All Collective Bargaining Agreements, Memorandum of Understanding, Wage Re-opener, amendments, settlements or other addendum entered into by the parties
- All Contract Data Summary Sheet
- The subject line of the e-mail shall contain the CASE NUMBER
- Please note that an e-mail cannot exceed 10MB. Filers may use “WinZip” or other utility for file compression, or may separate a large submission into multiple emails.
- Electronic filings received by e-mail after five p.m. on a business day or on a Saturday, Sunday, or legal holiday, or on a day that the SERB Office is closed shall be considered filed on the next business day.
- For any questions, please call Tammy Johnson at 614-466-1126.

Investigations - ULP@serb.state.oh.us

The documents listed below CANNOT BE electronically filed; they must be filed via hard copy:

- Unfair Labor Practice Charge form CANNOT be filed electronically.
- The CASE NUMBER shall be on the subject line for ALL subsequent filings.
- **Jurisdictional Work Disputes and Ohio Revised Code Section 4117.19 Noncompliance Complaints may be filed electronically.**
- Please note that an email cannot exceed 10MB. Filers may use “WinZip” or other utility for file compression, or may separate a large submission into multiple e-mails.
- Electronic filings received by e-mail after five p.m. on a business day or on a Saturday, Sunday, or legal holiday, or on a day that the SERB Office is closed shall be considered filed on the next business day.