

NOTICE REGARDING MANDATORY ELECTRONIC FILING WITH PERB

Rules requiring electronic filing of documents apply to all cases commenced with PERB on or after January 1, 2015.

Chapter 16 of PERB rules (621 I.A.C. ch. 16) requires that all further documents filed in the case initiated by the accompanying petition, complaint or appeal be filed and served through PERB's electronic document management system, unless excused by the Board in accordance with paragraph "c" of PERB subrule 621—16.4(2).

Although the accompanying documents initiating this case have been served upon you by mail, future filings WILL NOT be served in this manner, but will instead only be served upon the parties through the electronic document management system. You must be a registered user of the system to receive notice of and review subsequent filings by others (including notices, orders or decisions from PERB) and to file any document in this case.

- 1) You must register. If you are not a registered user, please see PERB rule 621—16.3(20) and go to the efilng website at <https://perb.iowa.gov/efiling> to register.
- 2) You must file a "Notice of Appearance" for each case involving the party you represent unless you are filing an answer, a pre-answer motion to dismiss, or a response to objections.

You should register and file either a notice of appearance or one of the case documents listed in number two (2) above without delay in order to ensure that you receive notice of the filing of documents by others and are able to meet any prescribed filing deadlines applicable to the party you represent.

You must have a current e-mail account to use the electronic document management system and you must agree to comply with the rules that govern electronic filing. Your registration constitutes your request for, and consent to, electronic service of PERB-generated documents and documents filed electronically by other parties. When you have completed your registration, you can begin filing and viewing documents on this case and receiving notifications of filings and events.

Review chapter 16 of the PERB rules, available at PERB's website: <https://iowaperb.iowa.gov> (click on "Iowa Administrative Rules" in the drop-down which appears when you hover over the "Iowa Code and Rules" selection on the main menu).

A computer is available for public use at PERB's office at 510 E. 12th Street, Suite 1B, Des Moines, IA 50319.

If you have questions, please contact PERB at 515 281-4414.