

GUIDELINES FOR FILING DOCUMENTS WITH SERB BY ELECTRONIC MAIL

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

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

EMAIL SUBMISSIONS:

Please use the following e-mail addresses to electronically file documents.

- Emails cannot be larger than 20MB.
- Include Case Number in the email subject line.
- 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.

Mediation MED@SERB.state.oh.us

- **ALL forms** relating to Mediation shall be filed electronically.

Unfair Labor Practices ULP@SERB.state.oh.us

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

- **Unfair Labor Practice Charge**
- **Jurisdictional Work Disputes**
- **O.R.C 4117.19 Noncompliance Complaints**

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
- Election eligibility lists must be filed electronically in word or excel format.

Research and Training RESEARCH@SERB.state.oh.us

Documents listed below to be filed electronically:

- **Collective Bargaining Agreements**
- **Memorandum of Understanding**, Wage Re-opener, Amendments, settlements or other addendum entered into by the parties
- **Contract Data Summary Sheet**