

## NOTICE

### **Starting April 1, 2020, all documents filed with the Maine Labor Relations Board must be filed electronically.**

#### **To file electronically (e-file) with the MLRB:**

- Complete the appropriate petition, complaint, or request form. You have two options to complete the form:
  - Electronically: You can complete your form electronically. Where a signature is required, attach your electronic signature by typing “/s/[your full name]”. Once completed and electronically signed, save your document.
  - Scanned hard copy: You can complete your form by printing out a hard copy and filling it out by hand. Scan a copy of the signed and completed document to create a PDF file.
- Send an email to [mlrb@maine.gov](mailto:mlrb@maine.gov) with the document and any related documents attached in either Microsoft Word® or PDF format.
- If you are required to serve a document on other parties, email the completed document and attachments to those parties.
  - After emailing your document to the other parties, on the same day, you must mail or otherwise arrange for delivery of a copy of the document to those parties.
- You will receive a Notice of Electronic Filing from the Maine Labor Relations Board once your filing has been processed. If you believe you filed a document with the MLRB electronically but have not received a Notice by the next business day, please contact the Board’s staff at (207) 287-2015.
- **Remember:**
  - Showing of interest forms and employee authorization forms must still be physically filed with the Board. A petition requiring this documentation will not be considered filed until these original signed documents are received at the Board’s office.
- **If you are unable to e-file:**
  - You may still mail or otherwise deliver your documents to the Board if you provide a statement certifying the reason or reasons why you could not e-file – use MLRB Form 8. The Board may reject the physical filing if it is unconvinced of the party’s inability to file electronically.
- **For more information:**
  - See MLRB Rules, [Chapter 10](#), §7