

NOTICE

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 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.
- **For more information:**
 - See MLRB Rules, [Chapter 10](#), §7

* If you are unable to e-file, you may still mail or otherwise physically 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.

Showing of Interest and Employee Authorization forms may be filed either electronically or physically.