

FILING DOCUMENTS WITH IEERB

IEERB Contact Information

Address: 143 W. Market St., Suite 100, Indianapolis, Indiana, 46204

Phone number: 317-233-6620

Fax number: 317-233-6632

E-filing address: efile@ieerb.in.gov

Impasse documents address: impasse@ieerb.in.gov

Ratified CBA address: ratifiedcontract@ieerb.in.gov

Business hours: Monday through Friday, 8:30 a.m. – 4:00 p.m., excluding state holidays. Parties may find a list of state holidays at www.in.gov/spd/2555.htm.

How to File

1. Ratified Collective Bargaining Agreements/Memoranda of Understanding

All ratified CBAs and MOUs should be uploaded on Gateway at <https://gateway.ifionline.org/login.aspx> or emailed to ratifiedcontract@ieerb.in.gov.

2. Impasse Documents

Last Best Offers should be emailed to impasse@ieerb.in.gov. Once a mediator or factfinder is appointed, impasse documents should be emailed to the mediator or factfinder. All documents relating to the appeal of a factfinding decision should be emailed to impasse@ieerb.in.gov.

3. Unfair Practice/Representation Case Documents

All unfair practice or representation case documents, including pleadings, motions, or other submissions, may be filed as provided below:

(a) Hand delivery to IEERB's office during business hours;

(b) Faxing to 317-233-6632. See 560 IAC 2-7 for more details - <http://www.in.gov/legislative/iac/T05600/A00020.PDF>;

(c) Mailing to IEERB's office by registered, certified or express mail return receipt requested;

(d) Depositing with any third-party commercial carrier for delivery to IEERB's office within three (3) calendar days, cost prepaid, properly addressed;

(e) If the appointed hearing examiner/officer so permits, filing with the hearing examiner/officer, in which event the hearing examiner/officer shall note the filing date and transmit the filing to IEERB; or

(f) Emailing to efile@ieerb.in.gov.

Proof of Filing

Any party filing any document by any method other than hand delivery to IEERB shall retain proof of filing.

Copy to Other Parties

Documents submitted to IEERB should be served on all other parties, except for confidential mediation documents.

When to File

Filing by registered mail, certified mail or third-party commercial carrier shall be complete upon mailing or deposit.

All emails and faxes must be received during business hours to be considered filed on the day of sending, unless otherwise authorized by the mediator, hearing examiner, hearing officer, compliance officer, or the Board.

Sources

Indiana Code 20-29 and 560 IAC 2, found at <http://www.in.gov/ieerb/2334.htm>.