



**INDIANA EDUCATION EMPLOYMENT RELATIONS BOARD**  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204  
Telephone: (317) 233-6620  
Fax: (317) 233-6632  
<http://www.in.gov/ieerb>

## **FILING DOCUMENTS WITH IEERB**

### **IEERB Contact Information**

Address: 101 West Ohio Street., Suite 300, Indianapolis, Indiana, 46204

Phone number: 317-233-6620

Fax number: 317-233-6632

E-filing address: [efile@ieerb.in.gov](mailto:efile@ieerb.in.gov)

Business hours: Monday through Friday, 7:30 a.m. – 4:00 p.m., excluding state holidays. Parties may find a list of state holidays at [www.in.gov/spd/2555.htm](http://www.in.gov/spd/2555.htm).

### **How to File**

#### **1. Ratified Collective Bargaining Agreements**

All ratified, signed CBAs must be uploaded on Gateway at <https://gateway.ifionline.org/login.aspx>.  
Optionally, parties may email it to [ratifiedcontracts@ieerb.in.gov](mailto:ratifiedcontracts@ieerb.in.gov).

#### **2. Memoranda of Understanding**

Pre-approval MOUs must be emailed [compliance@ieerb.in.gov](mailto:compliance@ieerb.in.gov). Ratified and signed MOUs that do not seek Pre-Approval must be uploaded to Gateway and may be submitted to [ratifiedcontracts@ieerb.in.gov](mailto:ratifiedcontracts@ieerb.in.gov).

#### **3. Impasse Documents**

All impasse documents should be emailed to [impasse@ieerb.in.gov](mailto:impasse@ieerb.in.gov)

#### **4. Agreed Bargaining Unit Changes**

All agreed bargaining unit changes must be filed with IEERB via email to [efile@ieerb.in.gov](mailto:efile@ieerb.in.gov) and must be served on all interested parties to the case.

#### **5. Unfair Practice/Disputed Representation Case Documents**

All Unfair Practice Complaints and initial Appearances should be filed with IEERB via email to [efile@ieerb.in.gov](mailto:efile@ieerb.in.gov) and must be served on all interested parties to the case.

After the Complaint is filed, IEERB will create a case in Thomson Reuters Case Center

(<https://thomsonreuters.caselines.com/>), IEERB's case management software. In order to access Case Center, parties must register for a free account. Instructions on how to register for a free account can be found [here](#). Parties and anyone who has filed an appearance in the case will have access to the case in Case Center. All subsequent filings, including pleadings, motions, evidence, or other submissions should be filed in the appropriate section in Case Center. Instructions on how to upload a document into Case Center can be found [here](#).

Parties are reminded that it is not proper for a party, or representative of a party, to engage in *ex parte* communications with a Hearing Examiner regarding any issue in the proceeding while the proceeding is pending.

### **Proof of Filing**

Any party filing any document shall print or otherwise save each submission with an electronic time stamp as proof of filing. Confirmation of e-filing may also be made by contacting board staff during business hours.

### **Copy to Other Parties**

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

### **When to File**

A document is considered e-filed with the board on the date and time reflected on the time stamp associated with the transmission of the document. E-filing shall be completed before midnight to be considered filed that day, and compliance with filing deadlines is determined in accordance with Eastern Time (ET), the time zone of the principal office of the board. E-filing under this article shall be available twenty-four (24) hours a day, except for times of required maintenance, if applicable.