METHODS FOR FILING AN IEERB CASE

Pursuant to 560 IAC 2-6-1, filing may be made by any method authorized by Trial Rule 5 of the Indiana Rules of Procedure:

Rule 5 Filing With the Court Defined. The filing of pleadings, motions, and other papers with the court as required by these rules shall be made by one of the following methods:

(1) Delivery to the clerk of the court;

(2) Sending by electronic transmission under the procedure adopted pursuant to Administrative Rule 12 (filing by fax; IEERB has separate fax rules located in 560 IAC 2-7, see below);

(3) Mailing to the clerk by registered, certified or express mail return receipt requested;

(4) Depositing with any third-party commercial carrier for delivery to the clerk within three (3) calendar days, cost prepaid, properly addressed;

(5) If the court so permits, filing with the judge, in which event the judge shall note thereon the filing date and forthwith transmit them to the office of the clerk; or

(6) Electronic filing, as approved by the Division of State Court Administration pursuant to Administrative Rule 16 (IEERB does not have electronic filing capabilities at this time).

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

Any party filing any paper by any method other than personal delivery to the clerk shall retain proof of filing.

IEERB fax rule – 560 IAC 2-7 - http://www.in.gov/legislative/iac/T05600/A00020.PDF
IEERB fax number: 317-233-6632

Note for filing purposes that IEERB's business hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.