

## Tips

Uploaded PDF files need to be compatible with Adobe Acrobat 7.0 or higher.

Electronic bookmarks are required if there are more than 3 documents in a pleading.

If required to serve the other party with a paper copy, you must use copy printed after final submission so that it contains MSPB page numbering.

Total pleading size cannot exceed 10 MB per pleading.

When submitting a multi part pleading use same name with Part 2, etc. added and check the multi part box on upload page.

All time stamps added by MSPB to the pleadings are Eastern Time.

As an e-filer, you will receive emails notifying you to access new pleadings, order or other documents in the Repository.



## MSPB e-filing

Either select The Appeal Process, Electronic Filing on [www.mspb.gov](http://www.mspb.gov) or go to <https://e-appeal.mspb.gov>

A user ID and password are required for all activities on the e-appeal website.

Each user should create their own. The system is designed so that paralegals and other support staff can access the system on behalf of their attorneys using their own user ID.

A user ID can be created from any of the five options: New Appeal, Pleading, Addendum, e-Filing Status or Repository.

For technical assistance:

Use link for tech support

[Submit Technical Assist Request](#)

MSPB responds 8AM -5PM EST  
business days

### **Election of e-Filing**

Any participant in the case may view documents in the Repository. However, in order to submit a Pleading, a user has to elect e-filing as their service method. This election of e-filing can replace a formal designation of representation form for agency representatives.

If a user attempts to file a pleading without having elected e-filing they will be required to do so before proceeding to pleading submission.

### **Pleading Process**

Most pleadings should consist of uploaded files. However the system does allow for on-line typing of pleadings for short responses to orders or other pleadings. The amount of text for on-line pleadings is restricted to 4000 characters or less.

When uploading your pleading, PDF or word processing files are best. PDF files need to be compatible with Adobe Acrobat 7.0 or higher. The system will accept other file formats.

Attachments can either be combined with main pleading or uploaded as separate files. The

number of attachments is not limited but the combined total file size of main pleading and attachments cannot exceed 10 MB when combined with MSPB wrapper.

If files are voluminous, they should be broken into separate pleadings, with names that identify it as continuation of prior pleading, for example Agency File Part 1, then Agency File Part 2, etc. When submitting a pleading that should be viewed as continuation of prior pleading, be sure to check the box on the pleading upload page: *Is this a continuation of multi-part pleading?*

### **Bookmarks in Pleadings**

Pleadings which contain more than 3 documents must have bookmarks. If you are uploading a PDF file you may create the bookmark in the file before uploading. If you do not have the software for doing so, or are uploading other file formats, you may use the online bookmark insertion process.

On the upload page, check the box for: *Does the uploaded file contain multiple documents?* You will then be prompted to enter labels and page numbers for the bookmarks. The page

numbers entered are the page numbers in your file where the document begins.

### **Certificate of Service**

There is no need to include a certificate of service in your uploaded pleading, as you will be prompted to create one as part of the pleading submission process. If all parties are e-filers they will be notified of the filing. If some parties are not e-filers you will be asked for service method and instructed to serve within one day. As stated above, when service of a paper copy is required it should be done with a copy printed after FINAL SUBMISSION, so that it includes MSPB page numbering. MSPB regulations do not allow service via email, all electronic service is via e-appeal.

### **Tabs and Page Numbering**

Tabs and penciled page numbers are not required for pleadings submitted via e-appeal. The e-appeal process will automatically add page numbering for each pleading. A blank page where a tab divider would be with a tab number is not required but desirable, with the tab number visible in the middle of the page.