

NOTICE REGARDING MANDATORY ELECTRONIC FILING WITH EAB

You are receiving this notice because you have been served with a petition, complaint, or appeal filed with the Employment Appeal Board (EAB). You have received a paper copy of the document notifying you of this case, but you WILL NOT receive paper copies of any documents filed in this case in the future.

Going forward, you will only receive notice of documents in this case by signing up for the EAB's electronic document management system. You will also only be able to file documents in this case by using the electronic document management system.

If you are not already a registered user, go to the efilng website:

<https://perb.iowa.gov/efiling>

and request an account. You must have a current email account to use the electronic document management system and agree to follow electronic filing rules.

After you have a user account, you must file a "Notice of Appearance" in each case involving the party you represent unless you are filing an answer, a pre-answer motion to dismiss, or a response to objections. You can file an appearance by following these instructions:

1. Log into EAB's e-Filing system at <https://perb.iowa.gov/efiling>.
2. Click Cases or eFile>Existing Case from the menu bar.
3. Enter the Case Number into the text box and click eFile.
4. On the document type drop-down menu, select "Notice of Appearance (without a document)."
5. After the document type is selected, click "ADD" and then "NEXT."
6. Your information should populate at the top of this page. Check the box next to the party you are representing. Then click "NEXT."
7. You will be taken back to this screen in case you need to file additional documents. If you are only filing a notice of appearance, simply click "NEXT."
8. Click "submit the filing" to complete your filing.

After you have completed your registration and have filed a Notice of Appearance, you will begin receiving notifications of filings and will be able to see documents that have been filed.

If needed, a computer is available for you to use at the EAB's office at 6200 Park Avenue, Des Moines, IA 50320.

If you have questions, please contact EAB at 515 281-3638.