

**621—16.4(20) Mandatory electronic filing and exceptions.**

**16.4(1) *Electronic filing mandatory.*** Unless otherwise required or authorized by these rules, documents in all proceedings and documents required to be filed pursuant to 621—Chapter 8 must be filed using the agency’s electronic document management system.

**16.4(2) *Exceptions.***

*a.* A show of interest submitted in a representative certification, combined bargaining unit determination or reconsideration/representative certification, or decertification proceeding shall not be filed electronically.

*b.* Any item that is not capable of being filed in an electronic format shall be filed in a nonelectronic format.

*c.* Upon a showing of exceptional circumstances that it is not feasible for an individual to file documents by electronic means, the board may excuse the individual from electronic filing in a particular proceeding.

*d.* A voter eligibility list submitted by an employer shall be emailed to the agency as provided in 621—subrule 5.2(2).

*e.* All filings in proceedings initially filed prior to January 1, 2015, unless converted to an electronic proceeding by board order, shall not be filed electronically.

**16.4(3) *What constitutes filing.*** The electronic transmission of a document to the electronic document management system consistent with the procedures specified in these rules, together with the production and transmission of a notice of electronic filing, constitutes filing of the document.

**16.4(4) *Electronic file stamp.*** Electronic documents are officially filed when affixed with an electronic file stamp. Filings so endorsed shall have the same force and effect as documents time-stamped in a nonelectronic manner.

**16.4(5) *Email or fax.*** Emailing or faxing a document to the agency will not generate a notice of electronic filing and does not constitute electronic filing of the document unless otherwise ordered by the agency.

**16.4(6) *Public access terminal.*** At least one public access terminal shall be maintained at the agency’s office.

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