

ELECTRONIC FILING REGISTRATION FORM

NEW _____ REVISION _____

1. NAME OF LOCAL GOVERNMENT, EMPLOYEE ORGANIZATION OR LAW FIRM

2. PLEASE LIST ANY EMAIL ADDRESSES THAT YOUR ENTITY IS AUTHORIZING TO SUBMIT ANY PLEADINGS. PLEASE ATTACH SEPARATE SHEET IF NECESSARY: (Use of an (*) before the @ sign signifies any e-mail address would be acceptable. For example: *@smithlaw.com would authorize any e-mail account using @smithlaw.com).

3. PLEASE LIST ANY E-MAIL ADDRESSES PREVIOUSLY AUTHORIZED FOR WHICH YOU ARE REVOKING AUTHORIZATION:

AUTHORIZED SIGNER

PRINTED NAME SIGNATURE DATE

For EMRB use only:

User No. _____ Date: _____

Change #1: Electronic Filing of Documents

Effective February 17th, if you have a case with our agency, you will no longer need to mail your pleadings to us or else have a runner come to our office. Instead you will be able to electronically file your documents with us. Here's how you do this. First, you will need to one-time register the e-mail accounts that will be electronically sending us documents to file. We have made it easy for you. For example, if your law firm's e-mail accounts all end in smithlaw.com, then you can, if you wish, list *@smithlaw.com and this would register all e-mail accounts at your law firm. Once completed by you, simply e-mail the form back to us at emrb@business.nv.gov as a pdf attachment. When we receive it we will e-mail you a confirmation that your accounts have been registered.

Once registered, you will then be able to electronically file documents with the EMRB by simply sending an e-mail to emrb@business.nv.gov and attaching the document(s) you wish to file as pdf attachments to that e-mail. For easier identification please include the phrase "E-Filing" followed by the case number on the subject line of the e-mail.

The document will count as filed when it reaches our in-box. We will first check to see if the e-mail account that sent the document has been registered with us. If so, we will then print, manually file-stamp the document and scan it for storage on our computer system. We will then e-mail you back the file-stamped copy of the document. It's that easy.

Please note that most of the documents filed with the EMRB are filed through lawyers and law firms. However, anyone may register with us. If you are receiving this letter and you do not usually file documents with us, then please pass this letter on to the lawyers or law firms that handle your legal work. Also please note that you do not need to register with us to file your annual reports with us. This is only for documents related to cases.

Change #2: Changes to the Manual Filing of Documents

Some of you may still wish to file your documents manually. That will still be acceptable. However, we also have a change for you. You will no longer need to file five copies with us. All we will need is the original. Years ago the EMRB required the original and four copies. The original stayed in our office and the four copies went to the three Board members and our Deputy Attorney General. However, they now receive their copies electronically. So we do not need to have any additional manual copies.

Change #3: Commissioner Approval of Stipulations to Extend Time

Also effective February 17th the Board will no longer need to approve certain stipulations to extend time. The Commissioner may approve certain of these stipulations. These include stipulations to extend time to file answers, oppositions to motions, replies to the oppositions, and pre-hearing statements.

According to the regulation, the standard is that the Commissioner can approve any stipulation if in his opinion approval of the stipulation to extend time will not delay any hearing for the case that may then or in the future be authorized by the Board. As you can tell from this standard, most stipulations will qualify for approval.

The goal is to rule on the stipulations within 24 hours, if not sooner. This will greatly speed up the process as currently these stipulations must wait for approval at the next Board meeting. To further expedite the process, responses will be more in the form of a minute order to be called Commissioner Orders. They will be filed as any other pleading and e-mailed to the parties as an electronic filing.