

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR



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COMPENSATION REVIEW BOARD

ELECTRONIC FILING PROCEDURES

On October 16, 2019, the Compensation Review Board (CRB) will begin its mandatory efilings system for all new cases initiated on or after October 1, 2019. The DOES' AHD/CRB efilings system must be utilized for any new appeal filed on or after October 16, 2019 from the Administrative Hearings Division, Office of Workers' Compensation, and the Office of Administrative Hearings.

The Quick Guide for Filers: <https://efile.does.dc.gov/does/eflexResources/FilerInterface.pdf> contains information on how to use the efile system.

The following procedures shall apply to efilings at the CRB and are effective October 16, 2019:

EF-P1 Electronic Filing at the CRB is mandatory. All documents filed at the CRB must be filed electronically in accordance with procedures established by the CRB. For good cause shown, the Chief Administrative Appeals Judge may permit a document or documents to be filed in paper form.

Every document that is filed electronically must also be either hand-delivered or mailed by first-class mail to the CRB within two business days after the document is efiled.

EF-P2. Registration Requirement. If you already have registered and received an account to use efilings at the Administrative Hearings Division, you do not need to register again to use the CRB's system. If you have not registered for an efilings account, you may do so by following the procedure identified at <https://efile.does.dc.gov> or you may request to visit the CRB office and CRB staff will help you register.

EF-P3. Consent and Personal Service. Registering for efilings with the CRB shall be considered consent to receive electronic notice and electronic service of all CRB decisions, orders, and all other case-related filings and documents. Electronic notice and electronic service shall constitute personal service of all CRB decisions, orders, and all other case-related filings and documents.

EF-P4. Technical or System Errors. A party whose document was not filed due to a technical error or because the efilng system is off-line shall immediately notify the CRB at does.crb@dc.gov.

If a party is prevented from using the CRB efilng system because it is off-line or otherwise unavailable for a substantial part of the day, any document that is filed on the next available day that the CRB efilng system can receive documents shall be considered filed on the day the system was off-line or unavailable.

EF-P5. When a document is considered efiled. An efiled document that is timely submitted and accepted will be considered filed at the time the document was submitted to the CRB efilng system. A document that is submitted on a holiday or other day that the CRB is closed is considered filed on the next day that the CRB is open.

EF-P6. Time for filing. The CRB efilng system can receive documents after normal business hours. Documents must be submitted by midnight, Eastern Standard Time to be considered filed on that day.

EF-P7. Paper copies of efiled documents. Upon request of the CRB, a party filing a document electronically must promptly file a copy of the document with the CRB clerk. Documents requested by the CRB can be filed at the CRB from 8:30 a.m. to 5:00 p.m. on any day the CRB is open and can be done by hand-delivery or by U.S. mail, commercial or overnight delivery or inter-government mail. Requested documents shall be deemed filed upon actual receipt by the CRB.

EF-P8. Proper use. The CRB's efilng system can be used only for CRB case-related purposes.