

## UNFAIR LABOR PRACTICE REGULATORY TIME LIMITS

<u>ACTIVITY/ DOCUMENT</u>	<u>FILE WITH/SERVE UPON</u>	<u>WHEN</u>	<u>NO. OF COPIES</u>	<u>AUTHORITY</u>
Charge	(a) RD	(a) within 6 months after alleged ULP	(a) original & 4 (copies)	2423.6
	(b) Party/ies against which charge is made	(b) same time	(b) 1	7118(a)(4) (time limit)
Investigation of charge		normally not to commence until 15 days after charge filed		2423.7
Amendment of Charge	(a) RD	before issuance of complaint	(a) orig. & 4	2423.8
	(b) Party/ies against which charge is made		(b) 1	(when) 2423.6 (copies)
Withdraw a Charge	(a) RD	before, at, or after hearing	(a) orig. & 4	2423.9(a)(1)
	(b) Party/ies		or 1 if svc. by fax	2429.25
			(b) 1	2429.27
Issuance of Complaint & Notice of Hearing	(a) OALJ and parties by			2423.20(a)
	(b) All parties by certified mail*			2429.12

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Amendment of Complaint	Served on all parties by certified mail* OALJ Served on all party/ies	by RD, if prior to answer  if after answer, upon written motion to ALJ before hearing or at hearing	1  orig. & 4 or 1 by fax	2423.20(c) 2429.12 2429.25 2429.27
Withdrawal of Complaint	Served on all parties	by RD before hearing		2423.20(a) 2429.12
Appeal from RD's Refusal to Issue Complaint	(a) GC (b) RD (c) Party/ies ("should notify other parties")	25 days after service of refusal to issue complaint plus 5 days	(a) orig. & 4 or 1 (fax) (b) 1 (c) 1	2423.10(c) 2429.25 2429.27 2429.22 (plus 5 days)
Extension of Time to File Appeal	(a) GC (b) RD (c) Party/ies ("should notify other parties")	5 days before date appeal is due (20 days after service of refusal to issue complaint) plus 5 days	(a) orig. & 4 or 1 (fax) (b) 1 (c) 1	2423.10(d) 2429.25 2429.27  2429.22

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Answer to Complaint	(a) OALJ (b) All Parties	20 days after service of complaint or prior to hearing plus 5 days	(a) orig. & 4 or 1 (fax) (b) 1	2423.20(b) 2429.25 2429.27 2429.22
Amendment of Answer	(a) OALJ (b) Party/ies	Before hearing, w/in 20 days after date of svc. of amended complaint or w/in 20 days after answer is filed	(a) orig. & 4 or 1 (fax) (b) 1	2423.20(c) 2429.25 2429.27
Subpoena Request	(a) OALJ  (b) Presiding ALJ	Not less than 10 days prior to opening of hearing During hearing	1  1	2423.28(b)
Petition to Revoke Subpoena	(a) OALJ (b) Party/ies  (a) Presiding ALJ (b) Party/ies	Within 5 days after date of service of subpoena plus 5 days During hearing if subpoena requested during hearing	(a) orig. & 4 or 1 fax (b) 1  (a) orig. & 4 or 1 fax (b) 1	2423.28(e)(1) 2429.25 2429.27 2429.22



<b><u>ACTIVITY/ DOCUMENT</u></b>	<b><u>FILE WITH/SERVE UPON</u></b>	<b><u>WHEN</u></b>	<b><u>NO. OF COPIES</u></b>	<b><u>AUTHORITY</u></b>
Motions	(a) ALJ	(a) Pre-hearing (10 days before hearing, incl. mot. for Sum. Judg.); hearing & post-hear. (filed w/in 10 days after hearing; w/in 10 days of receipt of transcript for mot. to correct)	(a) orig. & 4 or 1 (fax)	2423.21(a), (b) 2423.27 2429.25
	(b) Authority	(b) Post-transmission of case to Authority	(b) orig. & 4 or 1 (fax)	2423.21(c) 2429.25
	(c) Party/ies		(c) 1	2429.27
Response to Motions	(a) ALJ (b) Authority (c) Party/ies	Within 5 days after date of service plus 5 days (unless by fax)	(a) orig. & 4 or 1 (fax) (b) orig. & 4 or 1 (fax) (c) 1	2423.21(b), (c) 2423.27(b) 2429.22 2429.25
ALJ Brief	(a) ALJ (b) Party/ies	Time fixed by ALJ, not in excess of 30 days from close of hearing	(a) orig. & 4 or 1 (fax) (b) 1	2423.33 2429.25 2429.27

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Motion for Extension of Time to File ALJ Brief	(a) ALJ (b) Party/ies	Not later than 5 days before Brief due	(a) orig. & 4 or 1 (fax) (b) 1	2423.21(a) 2423.33 2429.27
Exceptions & Brief to Authority	(a) Authority (b) Party/ies	Within 25 days after service of decision plus 5 days	(a) orig. & 4 or 1 (fax) (b) 1	2423.40(a) 2429.22 2429.27
Motion for Extension of Time to File Authority Brief	(a) Authority (b) Party/ies	Authority must receive not later than 5 days before date exceptions are due	(a) orig. & 4 or 1 (fax) (b) 1	2423.21(a) 2429.27
Cross-Exceptions, Opposition to Exceptions & Support. Brief	(a) Authority (b) Party/ies	Within 20 days after service of exceptions plus 5 days	(a) orig. & 4 or 1 (fax) (b) 1	2423.40(b) 2429.25 2429.27 2429.22
Stipulation & Brief in	(a) Authority or ALJ (b) Party/ies	Brief filed w/in 30 days of Joint Motion	(a) orig. & 4 or 1 (fax) (b) 1	2423.26(a), (b) 2429.25

<b>Support ACTIVITY/ DOCUMENT</b>	<b>FILE WITH/SERVE UPON</b>	<b>WHEN</b>	<b>NO. OF COPIES</b>	<b>AUTHORITY</b>
Reconsid. of Authority Order	(a) Authority (b) Party/ies	Within 10 days after service of Authority's Decision and Order	(a) orig. & 4 or 1 (fax) (b) 1	2429.27 2429.17 2429.25 2429.27

## **DOCUMENT FORMATTING AND SERVICE**

### **ALL DOCUMENTS FILED BY OGC TRIAL ATTORNEYS MEET THE FOLLOWING REQUIREMENTS:**

1. 8 ½ x 11 inch paper.
2. 1" margins.
3. Double-spaced text and single-spaced footnotes.
4. Justification on left side only.
5. Arial font; 12-point.

### **SERVICE OF DOCUMENTS:**

1. Complaints and amended complaints before answer filed--certified mail.
2. Compliance letters with Authority orders--first-class mail.
3. All other documents at any stage of the proceedings--whether as a neutral or party--by FAX, where appropriate, or by first-class mail.