FLRA eFiling System

Filing Unfair Labor Practice Charges using the FLRA's eFiling System
From the FLRA’s website, FLRA.gov, click on the eFile link.
eFiling System

The FLRA Case eFiling System currently provides an easy way to electronically file cases with the Authority -- the FLRA’s three-Member adjudicatory body -- and the Federal Service Impasses Panel. Using the links below you may also file Complaints with the FLRA’s Inspector General electronically. The FLRA intends to expand its eFiling offerings in the coming months to allow parties to electronically file cases with the Office of the General Counsel, and to make electronic requests under the Freedom of Information Act (FOIA).

To get started, identify the type of case that you intend to file with the FLRA and click on the appropriate link below. First-time users of the Case eFiling System will be asked to create an account by registering in the system prior to filing a case. Once your account is approved by the FLRA (normally within one business day), you will receive an email notification and may proceed with filing your case. Please note that a case is not "filed" within the meaning of any regulatory or statutory time limits until all of the relevant case information requested by the system is completed and submitted -- registration in the Case eFiling System alone will not meet any time limits for filing a case. For filers that have an existing account, the Case eFiling System will allow you to proceed directly to filing your case after logging in.

To file a case using the FLRA’s Case eFiling System, click here. For more information about filing a case using the FLRA’s Case eFiling System, click here.
After you have created a User Profile and it has been approved, you may begin eFiling cases. To start, click on the *Already a registered user? Please click here to continue.* link.
Enter your Username (your email address) and the password you were given in the automated email you received. Then click the Login button.
To eFile a new case, click the Add OGC Case button.
First, select the Regional Office where you want to file your case.
Next, select the type of charge you will be filing: a Charge Against Agency or a Charge Against Labor Organization.
Next, you must complete the information about the parties to the case. Select the Agency or the Union you are filing the charge against from the Party Code list.
Select the appropriate Agency or Union from the pull-down list.
After you have selected an Agency or Union, a list will appear showing all the Activities and Local Unions associated with the Agency or Union you selected. Select the appropriate Activity or Local.
Complete the address, phone number, and fax number of the Charged Party.
Fill in the email address and other contact information for the person representing the Charged Agency or Union.

Please note, you MUST include a valid email address for the Charged Party’s Representative or you will not be able to eFile your charge.
Complete the information for the Agency or Union you represent in a similar fashion.
In Box 5, list the subsections of 5 U.S.C. 7116 you believe have been violated.
If you are not sure which subsections to include, click the link provided to see the text of 5 U.S.C. 7116.
In Box 6, briefly describe the alleged violation. Please include information such as what happened, when and where it happened, and who was involved in the alleged violation.
If this matter has been raised in some other forum, then select “Yes” in Box 7 and list the other forum(s) where this matter was raised.
If you have any documentary evidence to submit in connection with this case, you must first save the case by clicking the Save button at the top or bottom of the screen. You will be taken back to your Home Page. Select your case from the list of OGC Cases and click the Edit button next to the case. When you return to your case, you may now go back to the Attachments section and click the Add Attachment button.
In the Add Attachments screen, briefly describe the document you are going to attach. Click the Browse button to find the document on your computer. Select the document you want to attach and then click the Save button.

Please note, only certain document types (e.g., Word, Excel, PDF) are allowed. To see a list of allowed attachment types, click the Allowed Attachments link.
Next you must fill out the Declaration section. By checking the box for section 8, you attest to the truth of the statements made in this charge.

Click the appropriate boxes indicating the method by which you will be serving this charge on the Charging Party’s representative.
You are now ready to create a copy of the charge to serve on the Charged Party. First, you must click the \textit{Save} button at the bottom or top of the screen. This will take you back to your Home Page.
Select your case from the list and click View.
Go to the Case Document Section and click the Create/Update Case Document button.
A pop-up window will appear showing that your charge is being created.
When it is done, click the Close button.
Refresh your screen (by clicking the F5 key on your keyboard, for example) and the link to the PDF copy of your charge will now appear. Click the link to open a copy of your charge.

Please note, that you must have Adobe Acrobat installed on your computer to open the charge.
You may now print a copy of your charge to serve on the Charged Party, or you may serve the charge on the Charged Party by attaching the document to an email if the Charged Party has agreed to be served by email.
You are now ready to file your charge.
Click the Edit button, then go to the Case Status section.
Click on the “Are you ready to file your case” box.
A prompt will appear informing you that you are ready to file your charge and that after you have filed your charge you will not be able to make any changes to it. Click the OK button to proceed.
If you need to make any changes to your charge before filing it, please do so now. When you are ready, click the **Save** button and your charge will be filed.
When you return to your Home Page, the charge will appear on your list of cases. After the case has been docketed by the Regional Office, the FLRA Case Number will appear next to your charge. Please use this Case Number in all your correspondence with the Regional Office.