

4. Exchange of Briefs

Upon receipt by the Fourth Division of copies of both parties' Submissions, a docket number will be assigned and you will be directed to exchange copies with the Carrier. Your exchange cover letter to the Carrier must be copied to the Fourth Division

Upon receipt of the Carrier's Submission, you are responsible for providing copies of both the Carrier's and the Organization's Submissions to our member of the Board. J.R. Cumby is the current member for UTU.

5. Notice of Deadlock

When a case is deadlocked by the Board, the parties will be notified with the advice that if you desire a hearing before the Board with the Referee present they must so request.

6. Letter Requesting Hearing

You must promptly respond to the Fourth Division that a hearing before the Board with the Referee present is requested.

7. Notification of Hearing

The Board will notify you when a hearing date is set. You must respond to the Fourth Division confirming that you will be present at the scheduled hearing. Requests for postponement or delay of hearing dates are granted for just cause only.

You must now send one (1) paper copy and one (1) CD copy of your Submission to the Referee. You must also include a copy of your original Notice of Intent. A copy of your cover letter to the Referee must be sent to the First Division.

8. Decision Rendered

When the Decision of the Board is rendered, a copy will be sent to you. You must send two (2) copies of the Decision to the International President.