



COMMONWEALTH OF PENNSYLVANIA
ENVIRONMENTAL HEARING BOARD

GUIDANCE ON RULES FOR ELECTRONIC FILING AND SERVICE

The Board's Rules at [25 Pa. Code Chapter 1021](#) mandate the use of electronic filing and service, *see* 25 Pa. Code § 1021.32. This guidance is for the use of the Board's electronic filing system, containing a general overview of the Rules as they are administered by the Board. However, **all users are expected to consult and follow the published Rules.**

1. The Board will maintain the docket on its website and will accept electronically filed legal documents from registers users. The docket system will register the time and date of any filings and will provide an email message to the parties when a document is filed. Electronic filings will be available on the Board's website where they can be viewed by all members of the public. Certain documents may be filed under seal as permitted by order of the Board and will be restricted from public viewing. An electronic filing will be deemed the equivalent of the original document and will be the official record of the document filed with the Board.
2. Use of the electronic filing system is mandatory for all filers. Registration may be made on the Board's website at efiling.ehb.pa.gov. Persons may be excused from the electronic filing requirement upon motion demonstrating that the requirement would impose an unreasonable burden. *See* 25 Pa. Code §§ 1021.32(a)(2) and 1021.32(c)(1). By registering for the electronic filing system, the registered user agrees to accept electronic service of all legal documents permitted to be electronically filed in the proceeding.
3. For documents that may not be filed electronically, *see* 25 Pa. Code § 1021.32(a). Notices of appeal may be filed electronically or conventionally (i.e. by fax or by sending the notice of appeal to the Board's Harrisburg office by U.S. mail). Any bond or check required to be filed with an appeal of a penalty assessment may not be filed electronically. A copy of the bond or check shall be filed electronically and the hard copy shall be mailed to the Board's Harrisburg office.
4. All documents filed electronically must be in Microsoft Word, PDF, or JPEG format.
5. When making an electronic filing, a user shall provide an objective description of the document identifying the party filing the document and the title of the filing (e.g. Appellant Smith's Motion for Summary Judgment; Permittee ABC, Inc's Response to Department's Motion to Compel; Department's Reply Brief in Support of Motion to Dismiss).
6. The Board will accept all proper filings for docketing and service within 24 business hours of filing. The filing will be accepted as of the filing date. Any filing completed before midnight Eastern Standard Time will be considered to be filed on that date. If electronic filing or service does not occur or is made untimely because of a technical issue, an affected party may seek appropriate relief from the Board.