

## Filing with the First Division

### **1. Notice Of Intent**

This letter is served on the First Division. You must copy this letter to the President, Transportation Division, and SMART TD members on the Board, currently Jamie C. Modesitt and David B. Wier Jr. You must also copy this letter to the Carrier Designated Officer.

### **2. Acknowledgment from First Division**

You will receive acknowledgment of your letter of intent from the First Division. A case number will be assigned and a date will be designated on which Submissions are due. Carrier will also receive this letter. You will have 75 days in which to send your submission to the First Division.

### **3. Preparation of Submission**

Submissions must be double-spaced on 8 ½ x 11-inch paper with a top margin of no less than 1½ inches. All pages must be numbered at the bottom, and all Exhibits must be numbered at the bottom. A rubber stamp is efficient for Exhibits;

Sample:                      SMART TD Exhibit No. \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

You may use footnotes referring to Exhibits.

You will need a minimum of seven (7) paper copies; First Division (1), Carrier (2), SMART TD Board Members (2), Referee (1), file copy (1). You may want additional copies for yourself in oral argument, or for any members attending in dismissal cases. When completed, the Submission including all exhibits must be transferred to a CD in read-only (pdf) format.

You will need a minimum of three (3) CD copies; First Division (1), Referee (1), file copy (1).

You must send one (1) copy of the CD to the First Division within the specified time.

#### **4. Exchange of Briefs**

Upon receipt by the First 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 First 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 members of the Board. Jamie C. Modesitt and David B. Wier Jr. are the current members for SMART TD.

#### **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 First 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 First 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 President, Transportation Division.