



3. RESPONDENT Please select one that describes the Respondent: public employee public employer  
public union (public employee organization)

a. Name, address and telephone number.

b. Name, address and telephone number of the principal representative, if known, to whom correspondence is to be directed.

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4. Indicate the appropriate bargaining unit(s) of employee(s) involved.

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5. ALLEGATIONS

The Complainant alleges that the above-named respondent(s) has (have) engaged in or is (are) engaging in a prohibited practice or practices within the meaning of the Hawaii Revised Statutes, Section 89-13. (Specify in detail the particular alleged violation, including the subsection or subsections of the Hawaii Revised Statutes, Section 89-13, alleged to have been violated, together with a complete statement of the facts supporting the complaint, including specific facts as to names, dates, times, and places involved in the acts alleged to be improper.)

6. Provide a clear and concise statement of any other relevant facts.

DECLARATION in Lieu of Affidavit

(If the Complainant is self-represented, then the Complainant must sign this Declaration).

Please select one:

the Complainant

the Complainant's Personal Representative

the person described below

I, \_\_\_\_\_, do declare under penalty of law that the foregoing is true and correct.

Dated:

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(Signature)

If you are not the Complainant or listed as the Personal Representative in #2(b) and you are signing above, then please complete the contact information below.

Your address:

Your phone number:

Your email:

Your relationship to the Complainant:

If the Complainant or Personal Representative is registered with File and ServeXpress (FSX), then you may proceed to electronically file this complaint.

If the Complainant or the Personal Representative is not registered with FSX and would like to electronically file this complaint through FSX, then please complete the Board Agreement attached and email it to [DLIR.LaborBoard@hawaii.gov](mailto:DLIR.LaborBoard@hawaii.gov). and the Board staff will send you instructions on how to register with FSX in order to electronically file this complaint.

## **HAWAII LABOR RELATIONS BOARD'S PROTOCOLS FOR E-FILING**

Representatives of any party appearing before the Hawaii Labor Relations Board (Board) will be given the opportunity on a voluntary basis to file and serve documents electronically via File & ServeXpress.

There will be no cost for basic usage of the service.

The Board reserves the right to modify or cancel these Protocols and the E-Filing system described below at any time, upon written notice to a party or its representative.

### **CONSENT TO E-FILING - FILE & SERVEXPRESS**

These Protocols apply only to Parties that have registered with File & ServeXpress (FSX) (registered parties) and have voluntarily agreed to receive service by E-mail.

Until there is an amendment to the Board's Administrative Rules, the Board will continue to mail hard copies of all notices and final orders to the parties.

Cases Eligible for E-Filing: All Cases under Hawaii Revised Statutes (HRS) Chapters 89, 377 and 396.

1. **Voluntary Electronic Filing:**

All cases filed under HRS Chapter 89, Chapter 377 or Chapter 396 may be commenced electronically upon the signing of this Consent form and registering with FSX.

2. The following applies to the electronic service of pleadings and other documents:

- a. Electronic Service. All registered parties or their representatives shall file all documents through the FSX. Parties who register with FSX consent to receive electronic service of documents via the FSX's system from the Board and another registered party. All registered parties shall make service upon other registered parties electronically through the FSX. If a party or party's designee has not registered with FSX, then a registered party shall make service to a non-registered party via United States Postal Service (USPS) mail at the registered party's expense.

The certificate of service shall state whether the document was served electronically or by mail.

- b. Effect of Electronic Service of Filings. The electronic service of a pleading or other document shall be considered valid and effective service on all parties and

shall have the same legal effect as the filing of an original paper document.

- c. Service on Parties; Time to Respond or Act. E-service shall be deemed complete at the time the FSX's system receives the document as reflected by the authorized date and time appearing on the confirmation provided. However, for the purpose of computing time for any other party to respond, any document filed on a day or at a time when the Board is not open for business shall be deemed to have been filed on the next day the Board is open for business. If electronic service on a party does not occur because of: (1) inaccessibility to the FSX's system; (2) an error in the FSX's transmission of notice to the party being served; (3) the FSX's failure to process the electronic filing for service; or (4) the party was erroneously excluded from the service list, the party to be served shall, absent extraordinary circumstances, be entitled to a Board order extending the date for any response or the period within which any right, duty, or other act must be performed.

3. The Board's Administrative Rules that are not affected by the foregoing Protocols shall remain in full force and effect. A party that registers with FSX agrees to waive or modify any Administrative Rule that is affected by the foregoing Protocols, pursuant to HRS § 91-9(d).

**The Undersigned hereby agrees to file and receive all documents filed under HRS Chapters 89, 377 or 396 through e-filing system with FSX, in accordance with the above Protocols.**

Name and e-mail of Individual, Firm or Organization (Union, Corporation Counsel, Deputy Attorney General, Law Firm, etc.)

Mailing Address:

Phone Number:

Email Address:

Contact Name, if different from above:

Phone Number:

Email Address:

Dated: \_\_\_\_\_

Authorized Person's Signature: \_\_\_\_\_