

# NATIONAL RAILROAD ADJUSTMENT BOARD

844 North Rush Street, Room 944  
Chicago, Illinois 60611-2092  
Phone: (312) 751-4688  
FAX: (312) 751-4681  
[www.nmb.gov](http://www.nmb.gov)

## NRAB INSTRUCTIONS SHEET

*Effective October 1, 2023*

A. In order to file a case with the NRAB, the Petitioner must:

- (1) Serve the appropriate Division of the Board (refer to Circular No. 1 to determine which Division is appropriate) with a Notice of Intent letter advising of the intention to file a Submission within 75 days from the date notice is given. Please transmit Notices of Intent to [NRABInbox@nmb.gov](mailto:NRABInbox@nmb.gov).
- (2) Furnish a separate copy of the Notice of Intent to the Respondent. Unless the Carrier is the Petitioner, the Respondent is the highest officer designated to handle labor relations matters on the involved Carrier.
- (3) For purposes of identification, the Notice of Intent must include a brief description of the dispute, the particular question on which an Award is desired, and the remedy sought.

(See SAMPLE Notice of Intent letter.)

B. The Notice of Intent will be acknowledged via email. An NRAB Case Number will be assigned. Both parties will be notified that their Submissions will be due on a specific date 75 calendar days from the date of the Board's letter. No request for a time limit extension will be granted.

In all disputes, the parties must file a copy of their Submission in "read-only" format in the manner described herein:

STEP 1 – Log into Google Drive (<https://drive.google.com>) with your Gmail Account. (If you do not have Gmail Account, you can create a free account by going to <https://www.google.com/gmail/>)

STEP 2 – Create a New Folder, titled as your NRAB Case Number, and upload your submission to the folder.

STEP 3 – Once your submission file has been uploaded to the folder, right click the file folder and click “Share.”

STEP 4 – Enter the email address of the appropriate NMB Arbitration Program Specialist in the “Share with Others” popup window. (Note: NEVER click “Get shareable link” as anyone with the link can see those files. For online security purposes, only share with the appropriate NMB email address listed below.)

**Arbitration Program Specialist Contacts for NRAB Divisions:**

**First, Second, & Fourth Divisions:** [nrab124@nmb.gov](mailto:nrab124@nmb.gov)

**Third Division:** [nrab3@nmb.gov](mailto:nrab3@nmb.gov)

Exhibits must be facsimiles of the originals contained in graphic files which, when printed, yield an actual copy of the original. Submissions and Exhibits must be submitted in a Portable Document Format (PDF) such that they can be viewed using commonly available application(s), such as Adobe Acrobat Reader, or its equivalent. Audio and video exhibits should be submitted in a format such that they can be viewed using commonly available application(s).

C. Your Submission should cover the following points:

- (1) PARTIES: All parties to the dispute must be stated in each Submission.
- (2) STATEMENT OF CLAIM: Under this caption the Petitioner or Petitioners must clearly state the particular question upon which an Award is desired, and the remedy sought.
- (3) STATEMENT OF FACTS: If a "Joint Statement of Facts" is possible, briefly, but fully set forth the controlling facts involved. In the event of inability to agree upon a "Joint Statement of Facts," each party should separately set forth the facts.
- (4) POSITION OF EMPLOYEES: Under this caption the employees must clearly and briefly set forth all relevant, argumentative facts, including all documentary evidence (excluding Investigation Transcripts, if any) submitted in exhibit form, quoting the Agreement or Rules involved, if any. All data submitted in support of the employees' position must affirmatively show the same to have been presented to the Carrier during handling on the property.
- (5) POSITION OF CARRIER: Under this caption the Carrier must clearly and briefly set forth all relevant, argumentative facts, including all documentary evidence (including Investigation Transcripts, if any) submitted in exhibit form, quoting the Agreement or Rules involved, if any. All data submitted in support of the Carrier's position must affirmatively show the same to have been presented to the employees or duly

authorized representative thereof during handling on the property.

- (6) CITATION OF AWARDS: When excerpts from Awards are quoted within a Submission from First Division Awards 1 through 21867, Second Division Awards 1 through 6327, Third Division Awards 1 through 19195, and Fourth Division Awards 1 through 2677, only the Statement of Claim and Findings or Opinion must be included as an Exhibit. All other Awards that are quoted within a Submission must be included in their entirety as an Exhibit.
- (7) SIGNATURES: All Submissions must be signed by the submitting party. Typed or electronic signatures are acceptable.
- (8) HEARINGS: Parties are required to state in their Submissions whether an Oral Hearing before the Board (without a Referee present) is desired. In the event the Board deadlocks the dispute, it will be submitted to a Referee, at which time both parties will be notified that they may appear at a Referee Hearing before the Board (with a Referee-present) which must be requested in accordance with Circular No. I of the Board. All Hearings are held via videoconference, unless otherwise mutually agreed to.
- (9) FORM OF SUBMISSION: All Submissions must be identical and equally legible, and appear to be typewritten (double spaced and single sided), as if prepared on 8½ X 11inch paper, with margins all-around of not less than 1 inch. Pages should be numbered at the bottom and all exhibits identified, by number or otherwise, at the bottom of each page.

These instructions must be complied with or disputes will not be progressed further.