



# U.S. MERIT SYSTEMS PROTECTION BOARD

Office of the Clerk of the Board

1615 M Street, N.W.  
Washington, D.C. 20419-0002

Phone: 202-653-7200; Fax: 202-653-7130; E-Mail: [mspb@mspb.gov](mailto:mspb@mspb.gov)

May 5, 2022

## NOTICE TO PARTIES WITH A PENDING PETITION FOR REVIEW OR CASE BEFORE THE FULL BOARD

The Board's regulation at 5 C.F.R. § 1201.26 requires the parties to notify the appropriate Board office and other parties, in writing, of any changes in the names or addresses on the service list. For parties who are registered e-filers, the Board will distribute any issuances – including the Board decision – to the party's email address of record. Parties who receive service by U.S. mail will receive any issuances – including the Board decision – to the mailing address of record.

Given the passage of time since January 7, 2017, when the Board last had a quorum to issue decisions, the Board is providing this courtesy notice via its website to remind parties of their responsibility for updating their contact information in writing to the Board. This can be accomplished by:

- Filing a pleading through e-Appeal Online or mailing or faxing a pleading with the updated contact information *only* to the address below. Do not include additional argument or materials with your pleading to update your contact information.
- If a party was previously receiving service by U.S. mail and would like to register as an e-filer, they can create an account at <https://e-appeal.mspb.gov/> and select the option "e-Filing Status" to register as an e-filer.

If a party is unsure whether their contact information is up to date, they should review the most recent certificate of service from a Board issuance (for example, the certificate of service included at the end of a petition for review acknowledgment notice), or they may call or email the Office of the Clerk of the Board to confirm this information.

All changes to mailing address, phone number, or email address must be *made in writing through a pleading*. The Board will not take action to update contact information via a phone call or from an email.

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