



REQUEST TO FILE A LATE BRIEF

Pursuant to the Rules of the Board of Appeals, a party may submit a written request for permission to file a late brief. Such request may be approved with either the consent of the other parties to the appeal or the consent of the President of the Board upon a showing of good cause. (Rules §V2(i).)

Instructions for Submitting this Request:

1. **Requestor:** Fill out Section 1 of this form. Deliver a copy by hand, email or fax to the Board office (see address below). Serve the other parties with a copy. No action will be taken by the Board until the other parties' response is received.
2. **Other Parties:** Fill out Section 2 of this form. Deliver one copy to the Board office by hand, email or fax see address below). Serve the party who initiated the rescheduling request with a copy.

Section 1

Name(s) of Requesting Party: _____

Appeal No(s): _____ Subject Property: _____

Phone: _____ Fax: _____ Email: _____

Type of Brief [check one]:

- Appellant's Brief
- Respondent/Other Parties' Brief
- Jurisdiction Request *Please indicate:* Requestor Respondent/Other Party
- Rehearing Request: *Please indicate:* Requestor Respondent/Other Party
- Adoption of Findings

Current Deadline: _____ Proposed Deadline: _____

Initial here to confirm that a copy of this request was provided to the other parties associated with this matter: _____

Please summarize your reasons for requesting to file a late brief:

Signature of Requestor(s)

Date

Section 2

Name(s) of Other Parties: _____

Phone: _____ Fax: _____ Email: _____

Other Parties' Response to Request to File a Late Brief [check one]:

- Agree
- Disagree
- Alternate date proposed: _____

Signature(s) of Other Parties

Date

THIS AREA IS FOR BOARD USE ONLY

___DISAPPROVED ___APPROVED, NEW DEADLINE: _____ By: _____ Date: _____

Parties Contacted: _____ By: _____ Date: _____

Parties Contacted: _____ By: _____ Date: _____