



## ARMED SERVICES BOARD OF CONTRACT APPEALS

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FALLS CHURCH, VA 22041-3208

(703) 681-8502

Rev. 25 July 2012

### **FILING GUIDANCE**

#### **Governmental Postal Service**

Documents may be filed via a governmental postal service. Filing occurs when the document, properly addressed and with sufficient postage, is transferred into the custody of the postal service. Contact the Board's Recorder before submitting classified documents.

#### **Courier**

Documents may be filed via courier. Filing occurs when the document is delivered to the Board. Regular mailroom hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding Federal holidays. Contact the Board's Recorder before submitting classified documents.

#### **Electronic Mail**

Documents, except appeal files submitted pursuant to Board Rule 4, classified documents, and documents submitted *in camera* or under a protective order, may be filed via electronic mail (email). Email attachments should be in PDF format and the attachments may not exceed 10 megabytes total. The transmittal email should include the ASBCA docket number(s), if applicable, and the name of the appellant in the "Subject:" line. Filing occurs upon receipt by the Board's email server. When a document is successfully filed via email, the document should not also be submitted by any other means, unless so directed by the Board. Submit emails to [asbca.recorder@mail.mil](mailto:asbca.recorder@mail.mil).

#### **Facsimile Transmissions**

Documents, except appeal files submitted pursuant to Board Rule 4, classified documents, and documents submitted *in camera* or under a protective order, may be filed via facsimile (fax) machine. Due to equipment constraints, transmissions over 10 pages are discouraged. Filing occurs upon receipt by the Board. When a document is successfully filed via fax, the document should not also be submitted by any other means, unless so directed by the Board. The Board's fax machine number is (703) 681-8535.

#### **Service to Opposing Party**

Provide documents to the opposing party in accordance with Board Rule 16, unless the other party consents to an alternative means of service, such as email or fax, or the Board directs otherwise.