

<b>Activity</b>	<b>Number of Calendar Days from Receipt of Appeal Application if jurisdictional issue(s) exist</b>	<b>Number of Calendar Days from Receipt of Appeal Application if Informal Fact-Finding Conference is not Necessary</b>	<b>Number of Calendar Days from Receipt of Appeal Application if Informal Fact-Finding Conference is Necessary</b>
Email goes out to all parties to provide additional information.	7 days	7 days	7 days
Parties send in (and staff obtains) additional requisite information.	21 days (14 days from last step)	21 days (14 days from last step)	21 days (14 days from last step)
Staff review of case to determine whether any jurisdictional issues exist, an informal fact-finding conference is necessary, or whether the appeal can be processed with just a staff document.	35 days (14 days from last step)	35 days (14 days from last step)	35 days (14 days from last step)
Informal fact-finding conference held.	N/A	N/A	56 days (21 days from last step)
Staff document sent to parties.	49 days (14 days from last step)	49 days (14 days from last step)	77 days (21 days from last step)
When jurisdictional issue(s) exists, parties respond with objections, corrections, or additions to staff document and/or submit written arguments and additional documents	56 days (7 days from last step)	56 days (7 days from last step)	84 days (7 days from last step)
Case ready for a preliminary hearing before Review Board for jurisdictional issue.	63 days (7 days from last step); placed on the agenda for the next regularly scheduled Review Board meeting	63 days (7 days from last step); placed on the agenda for the next regularly scheduled Review Board meeting	91 days (7 days from last step); placed on the agenda for the next regularly scheduled Review Board meeting
When jurisdictional issue(s) do not exist, parties respond with objections, corrections, or additions to staff document and/or submit written arguments and additional documents.	70 days (21 days from sending staff summary)	70 days (21 days from sending staff summary)	98 days (21 days from sending staff summary)
Case ready for a hearing before Review Board.	90 days (20 days from last step)	90 days (20 days from last step)	120 days (22 days from last step)

**Notes:**

- 1) The above timeframes for processing appeals are subject to the Review Board continuation policy which permits the parties to agree to continue appeal proceedings.
- 2) The above timeframes for processing appeals may not be able to be met if multiple appeals are received by the Office of the Review Board within a short span of time. In that case, processing will be in the order of the receipt of the appeals.