

Practice Tips - Briefing Extension Requests On Board Review

To assist parties in filing a request for a briefing extension, what follows are some frequently asked questions and responses.

How can an extension be filed?

Briefing extensions can be filed using any of the following methods:

- Fax (503-373-1684)
- US Postal Mail
- Email (request.wcb@wcb.oregon.gov)
- Hand delivered to any WCB staffed office.
(See OAR 438-005-0046(1)(a), (e), (f), (h), (i)).

What information must be included in the extension request?

- The “extraordinary circumstances” supporting the extension request;
- The position of the other party(ies); *and*
- Must be timely filed (submitted on or before date brief is due).
(See OAR 438-011-0020(3)).

When can I expect an answer from the Board regarding my extension request?

Extensions are processed within 24 hours of receipt. You can expect a letter to be mailed out via USPS the following business day. As such, be sure to allow 2-3 days for the mail to reach you before contacting the Board regarding its status.

Can the Board respond to an extension request via email?

Not at this time. Currently, the only method for responding to extension requests is via USPS mail.

If I fax an extension request, must I also mail the original?

No, according to the Board’s rules, faxing is considered “filing.” (See OAR 438-005-0046(1)(i)). You must also provide a copy of the other party(ies).

Can I email my extension request to the Board?

Yes, extension requests can be submitted via email to: request.wcb@wcb.oregon.gov. You must also provide a copy to the other party(ies).

How can I confirm whether the Board has received the extension request?

If the request was sent via fax, a “transmission report” from the sending fax machine verifies whether the transmission was successful. If the request was hand-delivered to a staffed WCB office, staff will affix a date-stamp to any submission. If the request is sent via certified USPS mail, the submitter will receive a certified mail receipt.

Can I request a briefing extension through WCB’s Portal?

Not at this time, as there is currently no ability to process requests for briefing extensions through the Portal. However, future expansion plans for the Portal include briefing extensions.

My brief is due today and I need an extension. What do I do?

You can fax, mail, email, or hand-deliver briefing extension requests. Also, keep in mind that it takes 24 hours for WCB to process an extension request. Typically, a response will be mailed out the following business day. Please allow 2-3 days for mailing before contacting the Board regarding the status of an extension request.

Is there a specific form I should use to request a briefing extension?

There is no particular format or template. You may submit your extension request in a letter. Be sure that it meets the following criteria: the reason for the extension request; the position of the opposing party; and ensuring it is timely filed. In addition, please include claimant’s name, WCB case number(s), and the specific period of time requested for the extension.

I am unable to connect with the opposing party regarding their position to my request. What do I do?

If you have attempted to contact the opposing party and have not been able to connect, please detail that information in your request.

Who do I need to send copies of this extension request to?

All submissions to WCB, must also be provided to the opposing party or, if represented, the party’s attorney.

Who do I call if I have “briefing extension” questions?

As with all “Board review-related” questions, the call should be directed to 503-934-0103.