

## **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](mailto: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](mailto: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.