

REQUEST FOR C.I.R. SUBMISSION FORMS

ALL INFORMATION MUST BE COMPLETED OR THE FORM WILL BE RETURNED!

Requesting Party:			Other Party:		
Contact:			Contact:		
Title:			Title:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Fax:			Fax:		
*Email:			*Email:		

TYPE OF AGREEMENT

? INSIDE	? RESIDENTIAL	? OTHER <i>(please specify)</i>
? OUTSIDE	? TELEDATA/VDV	

TYPE OF CASE

? NEGOTIATIONS	? WAGE OPENER	
? GRIEVANCE - <i>If Grievance, please list issue(s) & applicable Article(s) & Section(s) below:</i>		
CIR CLAUSE <i>(please check one)</i>	? Standard	? Modified

Important Reminders

- You **must** fill out a **separate** request form for each case you wish to bring to Council.
- You **must** give timely notice to the other party, in writing, of your intent to file the case.
- You **must** have postmarked on or before the 1st day of the month in which the hearing is scheduled the following items: one completed and properly signed submission form under separate cover, 22 copies of the current approved collective bargaining agreement and amendments, and if filed, 22 copies of the briefs.

Additional Requirements for Unilateral Submissions

- You **must** give timely notice to the other party, in writing, of your intent to file the case unilaterally, and at the same time invite the other party to join in the submission, with a copy of the invitation to the Secretary of the Council.

You may fax or mail this form to: Secretary of CIR
 900 7th Street NW, Washington, DC 20001
 Phone: (202) 728-6165; Fax: (202) 728-6168
 Email: cir_bylaws&appeals@ibew.org