

BSA SUBMISSION NOTICE

BSA Calendar #: _____

Premises: _____

Submitted by (Full Name) _____

Firm Name _____

A) The material I am submitting is for a case currently **IN HEARING**, scheduled for _____ . The reason I am submitting this material:

Response to issues/questions raised by the Board at prior hearing

Response to request made by Examiner

Other:

Brief Description of submitted material:

B) The material I am submitting is for a **PENDING** case. The reason I am submitting this material:

Response to BSA Notice of Objections

Response to request made by Examiner

Dismissal Warning Letter

Brief Description of submitted material:

MASTER CASE FILE INSTRUCTIONS

- ***Bind one set of new materials in the master case file***
- ***Keep master case file in chronological order (all new materials on top)***
- ***Be sure to VOID any superseded materials (no stapling!)***
- ***Handwritten revisions to any material are unacceptable***