

SBCTRB APPEALS PROCESS

- The timeframes for processing appeals are subject to the review board continuation policy which permits the parties to agree to continue appeal proceedings.
- The 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.

Activity	Number of Days from Receipt of Appeal Application if Informal Fact-Finding Conference is not Necessary	Number of Days from Receipt of Appeal Application if Informal Fact-Finding Conference is Necessary
1. Letter goes out to parties to provide additional information.	7 days	7 days
2. Parties send in (or staff obtains) additional needed information.	21 days (14 days from last step)	21 days (14 days from last step)
3. Staff review of case to determine whether informal fact-finding conference is necessary or whether appeal can be process with just a staff document.	35 days (14 days from last step)	35 days (14 days from last step)
4. Informal fact-finding conference held.	N/A	56 days (21 days from last step)
5. Staff document sent to parties.	49 days (14 days from last step)	77 days (21 days from last step)
6. Parties respond with objections, corrections or additions to staff document and submit written arguments and additional documents.	70 days (21 days from last step)	98 days (21 days from last step)
7. Hearing before Review Board held.	90 days (20 days from last step)	120 days (22 days from last step)