



BSA SUBMISSION NOTICE

Date: _____

Examiner's Name: _____

BSA Calendar #: _____

Electronic Submission: Email CD

Subject Property/
Address: _____

Applicant Name _____

Submitted by (Full 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: _____

List of items that are being voided/superseded: _____

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

- Response to BSA Notice of Comments
- Response to request made by Examiner
- Dismissal Warning Letter

Brief Description of submitted material: _____

List of items that are being voided/superseded: _____

MASTER CASE FILE INSTRUCTIONS

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- ***Be sure to VOID any superseded materials (no stapling!)***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