

Synod of the Northeast  
Presbyterian Church (U.S.A.)

Permanent Judicial Commission  
19 May 2015

## Communicating with the Permanent Judicial Commission

### Document Formats

All documents submitted to, and sent by, the Permanent Judicial Commission in all cases that come before the commission shall be submitted in PDF format and, where applicable, shall be electronically signed. These documents shall be original electronic documents, not scanned versions of paper copies, unless an electronic version of the document cannot be obtained with a reasonable amount of effort. If a signature is required on a document and electronic signing is not available, the original electronic (unsigned) document may be accompanied by a scanned version of the signed paper document.

### Means of Delivery

All documents shall be delivered via email or made available through secure websites, such as FTP, Google Drive, Dropbox, etc., their location to be specified through email messages. Paper copies of documents will be sent through regular USPS mail, but not through certified mail anymore, except where required by the Rules of Discipline (filing of complaints and appeals, decisions)<sup>1</sup>. The sending of paper documents through certified mail (or equivalent service) in those cases does not replace the requirement to transmit the electronic copies.

### Channels of Communication

Each party in cases before, or coming before, the Permanent Judicial Commission shall provide the Office of the Stated Clerk with at least one, but no more than three, email addresses for all communication with the party.

All correspondence to the Permanent Judicial Commission shall be directed to the Office of the Stated Clerk, with copies to the parties in the case at all times; the Office of the Stated Clerk shall forward all correspondence and documents directed to the Permanent Judicial Commission to the Executive Committee within two business days. Correspondence from the Permanent Judicial Commission shall be sent by the Office of the Stated Clerk with BCC to the Executive Committee.

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<sup>1</sup> D-6.0301, D-7.0402c, D-8.0202f, D-8.0404c, D-11.0403g, D-13.0202f, D-13.0404e