



## DESIGNATION OF REPRESENTATIVE

A representative helps and counsels a party in the preparation, presentation, or defense of the case. The representative appears with, or for, the party at hearings, settlement discussions, teleconferences, or other proceedings before the Board. The representative does not have to be an attorney. You may proceed without a representative and represent yourself. You may use this form to designate an organization or a person who has agreed to represent you in your case before the Board. If you are representing yourself, you do not need to fill out this form. (The Board's regulations on representatives may be found at 5 C.F.R. § 1201.31.) By designating a representative, you agree to allow the Board to give your representative all information concerning the case.

You are responsible for arranging in a timely manner for your own representation. Any representative designated must indicate agreement to such designation by signing below. **If you intend to seek, but have not yet arranged for a representative, you must still obey any filing or orders set by the Administrative Judge or by Board regulations.** The Board will not recommend, designate, or arrange for a representative for you. You may contact your local bar (association of attorneys) or bar where there are substantial numbers of Federal employees and thus, attorneys experienced in the area of federal employment law. Your representative must be able to proceed with the case without delay. Normally, the Board will not delay the processing of your case because of any difficulty you have in seeking or arranging for a representative, any change in your representative, or your representative's inability to proceed on time. Even once you have named a representative, you are still personally responsible for making sure that all papers are filed on time and that you or your representative participate in all conferences set by the administrative judge.

The address and telephone number of the representative must be correct so that all communications are received on time by the representative. **Any changes** of this designation **must be sent in writing** to the office handling the case and to the other party(ies).

**You MUST send a copy of this Designation and all other communications concerning this case to the other parties. You MUST send proof to the Board that you have sent copies of this Designation.**

Docket No: \_\_\_\_\_ Appellant's Name: \_\_\_\_\_

Agency/Other: \_\_\_\_\_

Representative for: APPELLANT (RESPONDENT or COMPLAINANT)

AGENCY

*I hereby designate \_\_\_\_\_ to serve as my representative during the course of this appeal. I understand that my representative is authorized to act on my behalf. In addition, I specifically delegate to my representative the authority to settle this appeal on my behalf. I understand that any limitation on this settlement authority must be filed in writing with the Board.*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Nos.: Office: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Appellant: \_\_\_\_\_ Date: \_\_\_\_\_

or

Agency Authorizing Official: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS FORM TO THE BOARD OFFICE HANDLING THE CASE.**