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| <p align="center">State of Alaska Sarah Palin Governor</p> | <p align="center">Alaska Workers' Compensation Division PO Box 115512 Juneau, Alaska 99811-5512</p> | | |
| <p>Department of Labor and Workforce Development</p> | <p align="center">BULLETIN</p> | <p>Number 09-07</p> | <p>Date May 26, 2009</p> |
| <p align="center">Clark Bishop Commissioner</p> | <p>SUBJECT REFERENCE</p> | <p>Hearing Briefs AS 23.30.135; 8 AAC 45.114</p> | |

Board regulation 8 AAC 45.114 provides that legal memoranda must be filed and served at least five working days before the hearing or in accordance with the prehearing ruling if an earlier date was established. Division policy has been to allow a different date of filing if agreed upon by the parties. This Bulletin will provide further guidance for the filing of hearing briefs to ensure timely review of the briefs by the board.

1. Stipulations amending the date of filing must be signed by both parties and immediately served on the prehearing officer assigned to the claim for transmittal to the appropriate hearing officer.
2. When filing briefs, you must file the original and two copies as directed in 8 AAC 45.114(5).
3. When filing briefs, please forward a copy of the brief (absent exhibits and attachments) to the prehearing officer by electronic mail. The prehearing officer will immediately forward the brief to the hearing officer and board members assigned to hear the claim.