

Certification of representative; representation proceedings. Galloway Twp. Bd. of Ed. v. Galloway Twp. Assn. of Educational Secretaries, 78 N.J. 1, 393 A.2d 207 (1978).

PERC lacks authority to hear and decide unfair labor practice cases and issue affirmative remedial orders (under former statutory authorization). Burlington County Evergreen Park Mental Hospital v. Cooper, 56 N.J. 579, 267 A.2d 533 (1970).

Public Employment Relations Commission  
495 West State Street  
Trenton, New Jersey 08625-0429

Amended by R.1994 d.437, effective September 6, 1994.  
See: 26 N.J.R. 2205(a), 26 N.J.R. 3745(a).

## SUBCHAPTER 2. SERVICE AND FILING OF PAPERS

### 19:10-2.1 Time for filing papers; Commission address

(a) In computing any period of time prescribed by or allowed by these rules or by order of the commission or officer conducting the proceeding, the day of the act, event, or default after which the designated period of time begins to run shall not be included. The last day of the period so computed is to be included, unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or a legal holiday. When the period of time prescribed or allowed is less than seven days, intermediate Saturdays, Sundays and legal holidays shall be excluded from the computations.

(b) Regarding additional time after service by mail, whenever a party has the right or is required to do some act or take some action within a prescribed period after service of a notice or other paper, and the notice or paper is served by mail, three days shall be added to the prescribed period, provided, however, that three days shall not be added if any extension of such time may have been granted.

(c) Regarding extensions of time, the commission or officer having authority to dispose of the matter, may, for good cause shown, extend any time prescribed in these rules.

(d) When these rules require the filing of any paper, the original of such document must be received by the commission or the officer or agent designated to receive such matter before the close of business of the last day of the time limit, if any, for such filing or extension of time that may have been granted. Facsimile transmission will not be accepted as a proper or timely filing.

(e) Any filings or other correspondence sent to the Commission by mail should be addressed to:

Public Employment Relations Commission  
PO Box 429  
Trenton, New Jersey 08625-0429

(f) Any filings or other correspondence sent to the Commission by courier or in person should be delivered to:

### 19:10-2.2 Form of documents

(a) Documents other than correspondence shall clearly show the title of the proceeding and the docket number, if any.

(b) Except as otherwise provided in these rules, any documents or papers shall be filed with four copies in addition to the original. All matters filed with the commission shall be printed, typed or otherwise legibly duplicated on letter size paper (8½ inch by 11 inch); copies will be accepted only if they are clearly legible.

(c) The original of each document filed shall be signed by an attorney or representative of record for the party, or by the party, or by an officer of the party and shall contain the address and telephone number of the person signing it.

Amended by R.1994 d.437, effective September 6, 1994.  
See: 26 N.J.R. 2205(a), 26 N.J.R. 3745(a).

### 19:10-2.3 Service of pleading and other process; proof of service

(a) Notices of hearings, decisions, orders and other process or papers may be served personally or by registered or certified mail and proof of service established by the verified return of the individual serving the same, setting forth the manner of such service or return post office receipt.

(b) Service upon an attorney or representative of record for the party shall constitute service upon the party.

(c) The party or person serving the papers or process shall submit simultaneously to the commission, or the individual conducting the proceeding, a written statement of such service; failure to file a statement of service shall not affect the validity of the service.

Amended by R.1994 d.437, effective September 6, 1994.  
See: 26 N.J.R. 2205(a), 26 N.J.R. 3745(a).

## SUBCHAPTER 3. CONSTRUCTION OF RULES

### 19:10-3.1 Rules to be liberally construed

(a) Except as stated in (c) below, whenever the commission or a designated officer finds that unusual circumstances or good cause exists and that strict compliance with the terms of these rules will work an injustice or unfairness, the commission or such officer shall construe these rules liberal-