

MSBCA FILING GUIDELINES

1. All electronic filings should be addressed to efile.msbc@maryland.gov.
2. A merits hearing in a bid protest, once scheduled, will not be postponed except upon a showing of good cause. The pendency of any dispositive or discovery motions will not automatically stay the merits hearing as scheduled.
3. Any request for a hearing should be included in the caption of the filing.
4. A proposed Order should be submitted with any Motion, Response, or Reply.
5. All exhibits referenced in any filing should be submitted as attachments to the filing.
6. At any hearing, four hard copies of each exhibit to be offered in evidence should be provided to the Board, as well as one electronic copy provided to the Clerk's office. Parties are strongly encouraged to confer in advance and stipulate to exhibits, and to submit a joint binder of stipulated exhibits whenever possible.
7. When citing decisions of the Board, it is no longer necessary to use the MICPEL citation. The following citation format is preferred:

Party Name, MSBCA No. 1234 (Year).