



**UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
BEFORE THE ADMINISTRATOR**

ORDER URGING ELECTRONIC FILING AND SERVICE

To promote the sound and efficient adjudication of the cases before it, this Tribunal hereby urges parties to file and serve documents on the Tribunal and on all opposing parties by electronic means only, notwithstanding any other particular requirements set forth in the procedural rules that govern their respective proceedings.

Electronic Filing

To file documents with this Tribunal electronically, documents shall be submitted using the ALJD E-Filing System, a web-based tool that can be accessed by visiting this Tribunal's website at www.epa.gov/alj. More information about electronic filing can also be found in the Standing Order Authorizing Electronic Filing in Proceedings Before the Administrative Law Judges Division, available at <https://www.epa.gov/system/files/documents/2025-12/alj-standing-order-efiling.pdf>.

Although documents may also be filed by U.S. mail, commercial delivery service, and personal delivery, a document submitted by those means is not considered filed until this Tribunal's Headquarters Hearing Clerk physically receives it, as reflected by the date stamp applied to the document by the Headquarters Hearing Clerk. The Tribunal's ability to receive U.S. mail, commercial deliveries, and personal deliveries on a daily basis is limited. Thus, timely receipt and filing of a document submitted by those means is not assured.

If a party nevertheless opts to file by U.S. mail or commercial delivery service, the party shall notify this Tribunal *every time* it files a document in such a manner by contacting the Headquarters Hearing Clerk at (202) 564-6281. To file a document using U.S. mail, the document shall be sent to the following address:

Administrative Law Judges Division
U.S. Environmental Protection Agency
Attn: Mary Angeles, Headquarters Hearing Clerk
1200 Pennsylvania Avenue, N.W.
Mail Code 1900T
Washington, D.C. 20460

To file a document using a commercial delivery service, the document shall be delivered to the following address:

Administrative Law Judges Division
U.S. Environmental Protection Agency
1301 Constitution Avenue, N.W.
William Jefferson Clinton West Building
Room 4117
Washington, D.C. 20004

Finally, if a party opts to file by personal delivery to the Headquarters Hearing Clerk, the party shall contact the Headquarters Hearing Clerk at (202) 564-6281 or angeles.mary@epa.gov to schedule an appointment for delivery.

Electronic Service

Electronic service of documents generally means utilizing email to send copies of documents filed with this Tribunal to the parties to a proceeding at their last known email addresses. Service by email may also include sending a link via email to an online file sharing service. Parties are strongly encouraged to serve all opposing parties by email. A party need not obtain the consent of another party, in writing or otherwise, in order to serve that party by email. Additionally, all orders and documents issued by this Tribunal will be served on the parties by electronic means only. If a party's email address on record changes during the proceeding, the party shall promptly file and serve a notice informing this Tribunal and all opposing parties of the change.¹

SO ORDERED.



Michael B. Wright
Chief Administrative Law Judge

Dated: December 3, 2025
Washington, D.C.

¹ If it is impossible for a party to receive service electronically, e.g., the party does not have any access to a computer, the party shall so advise this Tribunal by contacting the Tribunal's Headquarters Hearing Clerk at (202) 564-6281. The party shall also advise all opposing parties if they are unable to receive electronic service.