



## Instructions for Requesting an Extension of Time

<p><b>When is a submission timely filed in ACCESS?</b></p> <ul style="list-style-type: none"> <li>A submission is timely if it is filed in <i>its entirety</i> by the due date.</li> <li>A submission is due no later than 5:00 pm ET on the due date, unless another time is specified.</li> </ul>		
<p><b>What if I can't file my submission on time?</b></p>		
<p><b>Scenario 1: I need more time to prepare my submission.</b></p> <ul style="list-style-type: none"> <li>File a letter in ACCESS requesting an extension of time.</li> <li>Provide the reason for the request, the date to which you want the deadline extended, and what progress you have made so far.</li> <li>Your extension letter must be filed before the deadline.</li> <li>If your submission is one that is due from multiple parties simultaneously (<i>e.g.</i>, separate rate application, case brief), you must file your extension request before 10:00 am on the due date.</li> </ul>	<p><b>Scenario 2: I am encountering ACCESS filing difficulties.</b></p> <ul style="list-style-type: none"> <li>File a letter in ACCESS requesting an extension of time. (See Scenario 1).</li> <li>If an ACCESS technical issue prohibits you from filing the extension request, contact the ACCESS help desk at 202-482-3150 or <a href="mailto:access@trade.gov">access@trade.gov</a> and request assistance.</li> <li>Call or email the analyst in charge to notify them of the ACCESS filing difficulties.</li> <li>Be prepared to document the actions you have taken.</li> </ul>	<p><b>Scenario 3: I have another type of emergency.</b></p> <ul style="list-style-type: none"> <li>File a letter in ACCESS requesting an extension of time due to the emergency. (See Scenario 1).</li> <li>If you are unable to file an extension request in ACCESS due to the emergency, call or email the analyst in charge to notify them of the emergency.</li> <li>Be prepared to document the actions you have taken.</li> </ul>
<p><b>I filed an extension request. What happens next?</b></p>		
<p><b>Scenario 1a: I filed an extension request before the deadline and received an extension.</b></p> <ul style="list-style-type: none"> <li>File your submission on the new due date, by the specified time.</li> <li>Make sure you have received the extension in writing and follow any instructions in that writing.</li> </ul> <p><b>Scenario 1b: I filed an extension request before the deadline on the due date.</b></p> <ul style="list-style-type: none"> <li>Call or email the analyst in charge when you file the request to determine whether your extension request will be granted.</li> </ul>	<p><b>Scenario 2: I experienced filing difficulties yet was able to file an extension request right before the deadline. However, it is now after 5:00 pm on the due date, and I still haven't received a response.</b></p> <ul style="list-style-type: none"> <li>If you could not meet the deadline because of ACCESS filing difficulties or other technical issues, you automatically get until 8:30 am the next business day to file your submission.</li> <li>If the ACCESS filing difficulties or other technical issues persist past 8:30 am the next business day, call or email the analyst in charge.</li> </ul>	<p><b>Scenario 3: I filed an extension request after the deadline.</b></p> <ul style="list-style-type: none"> <li>If you did not already include this in your extension request, you may file another letter explaining why extraordinary circumstances* prevented you filing an extension request before the deadline.</li> </ul>
<p><b>Still have questions? Contact the analyst in charge for additional guidance.</b></p>		

\*Examples of extraordinary circumstances include a natural disaster, riot, war, *force majeure*, or medical emergency. Examples that are unlikely to be considered extraordinary circumstances include insufficient resources, inattentiveness, or the inability of a party's representative to access the Internet on the day on which the submission was due. See *Extension of Time Limits*, Final Rule, 78 FR 57790, 57793 (Sept. 20, 2013).