



## Instructions for Requesting an Extension of Time

### When is a submission timely filed in ACCESS?

- A submission is timely if it is filed in *its entirety* by the due date.
- A submission is due no later than 5:00 pm ET on the due date, unless another time is specified.

### What if I can't file my submission on time?

#### Scenario 1: I need more time to prepare my submission.

- File a letter in ACCESS requesting an extension of time.
- Provide the reason for the request, the date to which you want the deadline extended, and what progress you have made so far.
- Your extension letter must be filed before the deadline.
- If your submission is one that is due from multiple parties simultaneously (*e.g.*, separate rate application, case brief), you must file your extension request before 10:00 am on the due date.

#### Scenario 2: I am encountering ACCESS filing difficulties.

- File a letter in ACCESS requesting an extension of time. (See Scenario 1).
- If an ACCESS technical issue prohibits you from filing the extension request, contact the ACCESS help desk at 202-482-3150 or [access@trade.gov](mailto:access@trade.gov) and request assistance.
- Call or email the analyst in charge to notify them of the ACCESS filing difficulties.
- Be prepared to document the actions you have taken.

#### Scenario 3: I have another type of emergency.

- File a letter in ACCESS requesting an extension of time due to the emergency. (See Scenario 1).
- 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.
- Be prepared to document the actions you have taken.

### I filed an extension request. What happens next?

#### Scenario 1a: I filed an extension request before the deadline and received an extension.

- File your submission on the new due date, by the specified time.
- Make sure you have received the extension in writing and follow any instructions in that writing.

#### Scenario 1b: I filed an extension request before the deadline on the due date.

- Call or email the analyst in charge when you file the request to determine whether your extension request will be granted.

#### 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.

- 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.
- 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.

#### Scenario 3: I filed an extension request after the deadline.

- 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.

**Still have questions? Contact the analyst in charge for additional guidance.**

\*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).