



Consumer Financial
Protection Bureau

1700 G Street NW, Washington, DC 20552

OAA Notice 2012-2

Date: July 3, 2012

Subject: Guidance Regarding Filing Paper Documents in Administrative Adjudication Proceedings

The Office of Administrative Adjudication (OAA) issues this Notice pursuant to 12 C.F.R. § 1081.111(b)(2) to provide guidance to parties for whom it is not practical to electronically file documents with the OAA. This Notice should be read in conjunction with the Rules of Practice for Adjudication Proceedings (Rules), found at 12 C.F.R. pt. 1081, which govern the filing of material with the OAA. The guidance provided herein supplements and clarifies, but does not supersede, the Rules.

Filings in a Consumer Financial Protection Bureau (“CFPB”) administrative adjudication proceeding are electronically transmitted to the OAA, in accordance with the requirements set out in OAA Notice 2012-1, unless:

1. The filing party has demonstrated that electronic filing is not practical; or
2. The CFPB Director or the hearing officer have specified a different method of transmission.

A party demonstrates that electronic filing is not practical through a statement, signed by the party or its counsel, which explains, in as much detail as necessary for a complete understanding, the reason(s) the party believes that the electronic transmission of filings in accordance with OAA Notice 2012-1 is not practical. Upon filing the statement will be part of the record of the proceeding and the party may transmit paper documents to the OAA for filing. Upon motion or otherwise, the CFPB Director or the hearing officer may determine that a party’s statement is not adequate and order the party to comply with OAA Notice 2012-1.

Paper filing is accomplished by any of the methods set forth in 12 C.F.R. § 1081.111(b)(2). Such filings are sent or delivered by one of the following methods:

3. U.S. Postal Service first class, registered, certified, overnight, or express mail;
4. UPS or FedEx;
5. reliable commercial courier service to the OAA Docket Clerk; or
6. personal service to the OAA Docket Clerk.

Use the following address when filing materials via U.S. Postal Service, UPS, or FedEx:

Consumer Financial Protection Bureau
Office of Administrative Adjudication
1700 G. Street NW
Washington, D.C. 20552

Use the following address when sending materials via commercial courier or personal service:

Consumer Financial Protection Bureau
Office of Administrative Adjudication
[Please contact the Docket Clerk for this information]

Please be advised that deliveries are not accepted by security in the lobby. Please call or email the OAA at least two business days in advance to arrange for the receipt of material that will be delivered via commercial courier or personal service.

If you have questions regarding a filing or to arrange for the delivery of materials, please contact the OAA at docketclerk@cfpb.gov or (202) 435-7222. Messages should include the name and docket number of the case and the caller's contact information. The OAA will respond to messages as soon as possible.