



# Division of Administrative Law Appeals/Bureau of Special Education Appeals Interim Procedures

Interim procedures adopted by the Division of Administrative Law Appeals and the Bureau of Special Education Appeals as a response to the Coronavirus.

Due to the State of Emergency declared by Governor Baker regarding the Commonwealth's response to the outbreak of Coronavirus, DALA and the BSEA have adopted the following Interim Procedures to ensure continuity of services:

## I. DALA is Accepting Electronic Submissions

April 23, 2020 - In an effort to improve communication and the quality of service it provides during the COVID-19 crisis, DALA will accept electronic submissions:

### General Jurisdiction Unit (GJU)

For **General Jurisdiction Unit** Cases (matters not before the BSEA), please send your submissions to [DALApleadings@mass.gov](mailto:DALApleadings@mass.gov) (<mailto:dalapleadings@mass.gov>).

When using the [DALApleadings@mass.gov](mailto:DALApleadings@mass.gov) address, please place the docket number (if available) and the name of the case in the email subject line. You should provide electronic service to your opponent stating your opponent's email address in the certificate of service. If you are unable to provide electronic service on your opponent, explain why and state the method of service.

If on a particular case, the magistrate has issued other instructions, you should follow the magistrate's directive.

### Bureau of Special Education Appeals (BSEA)

For **BSEA** Cases, please send your submissions to [BSEArejectedIEPs@mass.gov](mailto:BSEArejectedIEPs@mass.gov) (<mailto:bsearejectedieps@mass.gov>)

In response to COVID-19, if districts are unable to mail hard copies of rejected IEPS they may be submitted electronically at: [BSEArejectedIEPs@mass.gov](mailto:BSEArejectedIEPs@mass.gov) (<mailto:BSEArejectedIEPs@mass.gov>)

## II. DALA/BSEA are no longer accepting in-person filings

Effective 5:00pm, March 23, 2020, the Division of Administrative Law Appeals and the Bureau of Special Education Appeals are not accepting in-person filings. Please fax or mail your filings to:

**DALA (GJU):**

**Fax: 781-397-4720**

**Mail:** 14 Summer Street, 4th floor, Malden, MA 02148

**BSEA:**

**Fax: 781-397-4770**

**Mail:** 14 Summer Street, 4th floor, Malden, MA 02148

The date your fax is received and the date of the United States Postal Service post mark are considered the date of filing.

## III. Filings can be done using fax or mail

March 17, 2020 - Please remember you do not have to file in person. **You should consider filing by fax or mail.** The date your fax is received and the date of the United States Postal Service post mark are considered the date of filing.

**BSEA fax: 781-397-4770**

**DALA (GJU) fax: 781-397-4720**

## IV. DALA and BSEA will not hold any in-person proceedings until further notice.

Effective March 15, 2020, In an effort to reduce the risk of spreading the Coronavirus, **DALA and BSEA will not hold any in-person proceedings until further notice.** Remote options will be provided to the parties as feasible. Parties will be contacted as the date of the scheduled proceeding approaches. Thank you.

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