

**NEW YORK LETTER CARRIERS  
BRANCH 36  
DISPUTE RESOLUTION PROCESS**

☐ **REQUEST FOR UNION TIME**  
☐ **REQUEST FOR INFORMATION AND/OR DOCUMENTATION**  
☐ **REQUEST FOR AN INFORMAL STEP-A**  
☐ **REQUEST FOR AN EXTENSION ON TIME LIMITS FOR INFORMAL STEP-A**  
☐ **REQUEST FOR AN EXTENSION ON TIME LIMITS FOR FORMAL STEP-A**

**CASE** \_\_\_\_\_  
**STATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TO: SUPERVISOR/ MANAGER** \_\_\_\_\_

**FROM: SHOP STEWARD** \_\_\_\_\_

**IN ACCORDANCE WITH ARTICLES 17 & 31 OF THE NATIONAL  
AGREEMENT, THE FOLLOWING INFORMATION/ DOCUMENTATION  
IS REQUESTED FOR THE ABOVE NAMED CASE (S):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**INFORMAL STEP-A IS REQUESTED**     **DATE** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**MUTUAL AGREEMENT TO EXTEND THE TIME LIMITS FOR AN  
INFORMAL STEP-A \_\_\_\_\_ OR FORMAL STEP-A \_\_\_\_\_  
FOR THE ABOVE NAMED CASE (S).**

\_\_\_\_\_  
**SHOP STEWARD**

\_\_\_\_\_  
**SUPERVISOR\ MANAGER**