

**BSA SUBMISSION**  
**NOTICE**

Date: \_\_\_\_\_

Examiner's Name: \_\_\_\_\_

BSA Calendar #: \_\_\_\_\_

Electronic Submission: ☐ Email ☐ CD

Subject Property/  
Address: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Submitted by (Full Name): \_\_\_\_\_

**A)** The material I am submitting is for a case currently **IN HEARING**, scheduled for \_\_\_\_\_.  
The reason I am submitting this material:

- ☐ Response to issues/questions raised by the Board at prior hearing
- ☐ Response to request made by Examiner
- ☐ Other: \_\_\_\_\_

Brief Description of submitted material: \_\_\_\_\_

\_\_\_\_\_

List of items that are being voided/superseded: \_\_\_\_\_

\_\_\_\_\_

**B)** The material I am submitting is for a **PENDING** case. The reason I am submitting this material:

- ☐ Response to BSA Notice of Comments
- ☐ Response to request made by Examiner
- ☐ Dismissal Warning Letter

Brief Description of submitted material: \_\_\_\_\_

\_\_\_\_\_

List of items that are being voided/superseded: \_\_\_\_\_

\_\_\_\_\_

**MASTER CASE FILE INSTRUCTIONS**

- **Bind one set of new materials in the master case file**
- **Keep master case file in reverse chronological order (all new materials on top)**
- **Be sure to VOID any superseded materials (no stapling!)**
- **Handwritten revisions to any material are unacceptable**