



## Extension Request Information

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*Filers may request an extension of a filing deadline for any required Report or Ticket(s) response. Requests for Extension must be received by JCOPE prior to the deadline and will only be granted for good cause as determined by JCOPE.*

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### PURPOSE

The purpose of this document is to assist Filers with the submission of an Extension Request in JCOPE's new Lobbying Application.

**NOTE:** This document is **not** intended to assist Individuals/Organizations in determining whether they should request an extension.

### THINGS TO KNOW

- A Filer may submit an Extension Request for any required Report or in response to any other Ticket type.
- Extension Requests may be submitted based on technical or other issues, as set forth below.
- Extension Requests must be received by JCOPE **prior** to the filing deadline of the applicable Report, or Ticket response deadline.
- Extensions will only be granted for good cause as determined by JCOPE.

### INFORMATION COLLECTED ON THE EXTENSION REQUEST

The online Extension Request is accessible by:

- (1) Selecting the specific Filing for which you are requesting the Extension
- (2) Responding to a pending Ticket

**NOTE:** See ***How to File Extension Requests Online Instructions***

Extension Requests will populate specific Information from existing Profiles, if available, and the most recently submitted Filing of the associated Lobbyist/Client pairing:

- Principal Lobbyist Information
- Contractual Client Information
- Beneficial Client Information
- Individual Lobbyist Information
- Co-Lobbyist Information
- Sub-Lobbyist Information

**NOTE:** You must have an existing (active) Registration on file for the Lobbyist, Contractual Client, Beneficial Client relationship (pairing) before an Extension Request for a Bi-monthly Report can be submitted.

**The Extension Request contains the following fields. Items denoted with a red asterisk **\*** are required fields.**

### **Requested Extension Date\***

Exact amount of time being requested, specifying working days or calendar days, or new date the Filer is requesting the Extension through.

- The Filer can request a date up to 30 days from either:
  - the statutorily defined due date (see Filing General Rules – Due Dates); or
  - the ‘follow-up date’ noted in the pending Ticket

### **Reason for submitting Extension Request\***

Filer must select ONE reason from the standard list.

- Unexpected illness or family emergency/bereavement
- Financial information unavailable
- Requested information unavailable
- Technical failure
- Personnel changes

### **Explanation\***

- In addition, Filer must provide a brief summary that details a valid reason for submitting an Extension Request.

### **Attestation Information\***

An Attestation is required before any Filing can be submitted. By attesting, the Filer acknowledges that the information (provided by the Filer) in all statements and reports required under Legislative Law Article 1-A is true, correct and complete to the best knowledge and belief of the signor under penalty of perjury. (See Section 1-p of the Lobbying Act)

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### **NOTE:**

**Technical Extensions.**

## Extension Request Information – as of 12/12/19

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- If, on the date of the deadline, a Filer is unable to submit a Report or Ticket response due to a technical failure of the Lobbying Application, JCOPE may grant an extension only when:
  - i. The Filer contacts JCOPE **before the deadline** by telephone or in person to resolve the technical issue that is preventing submission of a Report or response by the deadline.
  - ii. If, after review and discussion with JCOPE staff, the Filer remains unable to submit the Report or Ticket response, the Filer must submit, by email, proof of the technical failure, no later than the close of business on the date of the deadline.
  - iii. Proof of a technical failure must include:
    - 1. A screenshot from the Lobbying Application containing the error message received when submission was attempted;
    - 2. Evidence of electronic communications between the Filer and JCOPE determining that a technical failure occurred and remains unresolved as of the deadline; or
    - 3. Similar evidence of a technical failure that JCOPE deems appropriate.
- Filers who are unable to submit a Report or Ticket response due to a technical failure of the Lobbying Application after the close of JCOPE's office hours on the deadline may be granted a technical extension if they submit a screenshot from the Lobbying Application containing the error message and the screenshot shows that the time of the attempted submission was prior to the deadline.
- Under no circumstances will the following be considered a technical failure:
  - i. Failure of the Filer to change its authorized person(s);
  - ii. The Filer's inability to retrieve, change or reset its password;
  - iii. Any technical failure that is reported **after** the deadline; or
  - iv. The failure of the Filer to request enrollment in the Lobbying Application.
- A technical failure that is reported after the deadline will be subject to late filing penalties starting from the date of the filing deadline until the date such failure was reported to JCOPE. If JCOPE can verify that a technical failure prevented submission, an extension will be issued, and the late filing penalties will be tolled until the technical failure has been resolved.
- JCOPE may verify the technical failure with the NYS Department of Information Technology and Services (hereinafter referred to as "ITS"). If ITS concludes that a technical failure did not occur, JCOPE will not provide a technical extension to the filer who submitted the request.

### Automatic Extensions.

- If the deadline falls on a Saturday, Sunday or State holiday, the deadline will be extended to the following business day.

## Extension Request Information – as of 12/12/19

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- If there is a system-wide problem with the Lobbying Application, JCOPE will notify all Filers of such problem and the filing deadline may be extended to a date established by JCOPE upon consideration of the nature and length of the system-wide problem.

**NOTE:** Effective January 1, 2019, JCOPE will grant a 7-day grace period from a Filing’s statutory due date to submit a required Statement and/or Report(s) before any potential late fees *may* be imposed.