

Issues with Premerger filings can be disastrous and expensive. We've put together a list of tips for preparing and packing your filing that may reduce the likelihood of filing mistakes and confusion.



## **Premerger Filing Tips**

Washington Express has 35 years of experience delivering legal filings to DC's courts and federal agencies. Although many filings today are made electronically, many still require hand delivery. Chief among them are FTC and DOJ Premerger filings which can present some logistical challenges. To help minimize the chance of a mistake, we have compiled a list of tips for preparing these filings.

- Mark each document that is to be stamped and returned with a firmly affixed label (Post-It). If it is not precisely clear to both the clerk and the courier what is to be stamped and returned, errors may occur.
- Have each filing in separate, clearly addressed envelopes, as the cover letters for these HSR filings are typically addressed to both agencies (FTC and DOJ) and can cause confusion.
- Make sure that any and all instructions are given to your Washington Express representative or, if entering online, are entered into the Notes or Special Instructions field. We especially need to know how many stamped copies (Cover Letter, Notification Form, Original Affidavit, Documentary attachment, etc.) that are to be brought back.
- If you know that the filing may not be ready when the courier arrives, let us know ahead of time that we may have to wait. This way, we won't send a courier who may already be holding another delivery and who may be forced to leave before your filing is ready.
- Always check returned stamped copies for accuracy immediately upon their return to your office.

You may also download a PDF version of this document [here](#). You may also find the additional links below helpful.

[FTC Premerger Notification Program Website](#)

[FTC Antitrust Improvements Act Notification and Report Form Instructions](#)

**Download Our  
Filing Guidelines**

Thank you,  
Washington Express

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