



MEMO

To: Manufacturer and Dealer Counsel
Electronic Public Mailing List

From: NEW MOTOR VEHICLE BOARD
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Date: MARCH 26, 2020

Subject: **Email or USPS in Lieu of Overnight Carrier Deliveries**

In light of Governor's Newsom's Executive Orders and recently enacted guidelines for the State of California, the New Motor Vehicle Board will continue to conduct its core functions remotely.

Until further notice, please do not send any correspondence via overnight carriers (Fed Ex, UPS, DHL, California Overnight, and the like).

If a Board notice or order requires a hard copy, please send via United States Postal Service mail or email Robin Parker at Robin.Parker@nmvb.ca.gov to make special arrangements.

Email is the preferred method for sending all correspondence as indicated below:

- (1) Legal Program: nmvb@nmvb.ca.gov and Robin.Parker@nmvb.ca.gov.
- (2) Public Records Act Requests: nmvb@nmvb.ca.gov and Robin.Parker@nmvb.ca.gov.

Phone inquiries can be made by leaving a message at (916) 445-1888 during regular business hours.

The Board staff will endeavor to continue to fulfill its Mission "[t]o enhance relations between dealers and manufacturers throughout the state by resolving disputes in the new motor vehicle industry in an efficient, fair and cost-effective manner."

If you have any questions or would like to discuss the Board's operations, please do not hesitate to contact me.