#### IN THE OFFICE OF ADMINISTRATIVE HEARINGS

Standing Order Permitting Filing of Electronic Exhibits and Setting Standard for Submission

**Required Form of Submission** 

**Required Due Date** 

In the absence of a specific order issued by the Administrative Law Judge assigned to a particular matter, **IT IS ORDERED**: that exhibits may be filed in electronic form with the Office of Administrative Hearing (OAH) on CD, DVD, or thumb drive (non-returnable), labeled by case number and name. If so submitted, no paper copy is to be filed with OAH or the Administrative Law Judge. The judge, parties, and witnesses will view the submitted exhibits through monitors stationed throughout the hearing room.

# IT IS FURTHER ORDERED setting the following standard for filing electronic exhibits:

- A. <u>Electronic exhibits must</u> be in Portable Document Format (.pdf). **Note:** No pdf may be submitted as a pdf "package" or "portfolio" combining separate pdfs.
- B. No pdf may embed an audio or video file. However, audio or video files may be separately submitted, if they are referenced by a pdf exhibit listing the audio or video file. **Note:** The following formats are presumptively acceptable: **audio**: mp\*, wav; **video**: avi, flv, mov, mpg\*, wmv. See F. (below) for inquiries to the OAH webmaster.
- C. Each pdf electronic exhibit must be named by using **ONLY** the sequential number of the exhibit, followed by a dash and the name or description of the exhibit (125 character limit). **Do not use any party identification.** See examples of correct and incorrect naming of pdfs:

#### **Correct:**

1-Letter from Smith dated September 26 2012.pdf

Office of Administrative Hearings 1400 West Washington, Suite 101 Phoenix, Arizona 85007 (602) 542-9826

<sup>&</sup>lt;sup>1</sup> The exhibits may also be sent by ftp. Requests to use that service must be directed the OAH webmaster@azoah.com.

2-Email Smith-Jones 8-14-12.pdf 3-Video of Playground.pdf

## Incorrect (error of use of party identification crossed out):

Smith 1-Letter from Smith dated September 26 2012.pdf Smith 2-Email Smith-Jones 8-14-12.pdf Smith 3-Video of Playground.pdf

## Incorrect (error of use of leading zeros crossed out):

0001-Letter from Smith dated September 26 2012.pdf 0002-Email Smith-Jones 8-14-12.pdf 0003-Video of Playground.pdf

# Incorrect (failure to use dash between number and description):

- 1 Letter from Smith dated September 26 2012.pdf
- 2 Email Smith-Jones 8-14-12.pdf
- 3 Video of Playground.pdf
- D. Exhibits containing confidential information as set forth under legal authority must be submitted electronically in redacted form. Substitution of any submitted electronic exhibit may be made at a later date, as for example if additional redaction of information is ordered, or a party determines that a submitted exhibit is partial, or otherwise defective. Such substituted exhibits must be delivered in a manner otherwise acceptable for an original exhibit, and the revised exhibit must be named using the same name as previously submitted with some indication that it is a substituted exhibit. For example:

Original: 2-Email Smith-Jones 8-14-12.pdf

Substituted: 2-Email Smith-Jones 8-14-12 (redacted).pdf

- E. A short plain written statement referencing the exhibits and the party submitting the exhibits shall accompany the CD/DVD, thumbdrive, or ftp'd documents, e.g. "Appellant Davis hereby submits exhibits 1-29 in matter 2012-12345-ABC."
- F. Technical questions regarding this order may be referred to the OAH webmaster at <a href="mailto:webmaster@azoah.com">webmaster@azoah.com</a> .

**IT IS FURTHER ORDERED** that the CD or DVD, or thumb drive containing the pdf files, and all referenced audio and video files, be submitted by no later than 3 business days prior to the hearing date.

Done this day: May 30, 2014

/s/ Cliff J. Vanell Chief Administrative Law Judge/Director