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IN THE OFFICE OF ADMINISTRATIVE HEARINGS

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Order Requiring Electronic Submission of Exhibits for Use at Hearing and Required Form of Submission; Due Date

10 **IT IS ORDERED** that all exhibits must be filed with the Office of Administrative Hearing
11 (OAH) on CD, DVD, or thumb drive (non-returnable), labeled by case number and
12 name.¹ No paper copy is to be filed with OAH or the Administrative Law Judge. The
13 judge, parties, and witnesses will view the submitted exhibits through monitors stationed
14 throughout the hearing room.

15 **IT IS FURTHER ORDERED** setting the following standard for filing
16 electronic exhibits:

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18 A. Electronic exhibits must be in Portable Document Format (.pdf). **Note:**
19 No pdf may be submitted as a pdf “package” or “portfolio” combining
20 separate pdfs.

21 B. No pdf may embed an audio or video file. However, audio or video
22 files may be separately submitted, if they are referenced by a pdf exhibit
23 listing the audio or video file. **Note:** The following formats are
24 presumptively acceptable: **audio:** mp*, wav; **video:** avi, flv, mov, mpg*,
25 wmv. See F. (below) for inquiries to the OAH webmaster.

26 C. Each pdf electronic exhibit must be named by using **ONLY** the
27 sequential number of the exhibit, followed by a dash and the name or
28 description of the exhibit (125 character limit). **Do not use any party**
29 **identification. See examples of correct and incorrect naming of pdfs:**

30

Correct:

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

¹ The exhibits may also be sent by ftp. Requests to use that service must be directed the OAH webmaster at webmaster@azoah.com .

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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 webmaster@azoah.com .

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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: ».

/s/ Administrative Law Judge

Copy e-mailed this ____ day of _____, 20__ to:

By: _____