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IN THE OFFICE OF ADMINISTRATIVE HEARINGS

CASE MANAGEMENT ORDER No. Modifying Document Service and Filing Requirements to Require Electronic Filing

Orders to Webmaster

ELECTRONIC FILING IS REQUIRED

To reduce the expense and complexity of providing service for all pleadings and other filings:

- A. **Paper filing will not be permitted;** electronic filing will be required through the following webpage: <https://portal.azoah.com/oedf/>. A password for submission will be supplied to each party (or their counsel). (The password will be supplied by a separate email that will not be made public.) Technical questions regarding the use of the webpage should be directed to webmaster.webmaster@azoah.com;¹
- B. Upon the successful filing of a document, an e-mail will be automatically generated and sent to all persons on the approved mailing list.² Receipt of the e-mail is verification of submission to the Office of Administrative Hearings ("OAH"), and all other parties.
- C. Electronic filing will constitute valid service and no service to the other parties will be required. Notwithstanding A.A.C. R2-19-108(F), service is effective on the date of electronic filing, or the next business day, if the date of filing is a Saturday, Sunday, or recognized state holiday. See A.R.S. § 41-1092.04; Arizona Administrative Code R2-19-102.
- D. All electronic filings must be in PDF format. Files that are not so configured will be rejected;
- E. All filings must be set to limit page sizes to 8 ½ x 11; files that are not so configured will be rejected;
- F. The electronic case file, publicly accessible without password, is posted at

¹ Any Motions to Intervene should be sent to webmaster.webmaster@azoah.com. If the ALJ grants such a Motion, the intervenor will then be provided the password.

² When a party successfully submits a document, a Notice of Successful Filing will appear, which should be saved for the filing party's records. Similarly, if the document is not successfully filed, the party will receive a Notification showing that the filing was unsuccessful.

1 G. A courtesy copy of this Order is being e-mailed to all interested parties and
2 others listed in the Notice of Hearing and their names have been added to the
3 approved mailing list. Other interested persons may have their names added
4 by sending an email request to webmaster.webmaster@azoah.com .

5
6 **ORDERS TO OAH WEBMASTER**

7 **IT IS ORDERED** that the OAH webmaster shall cause all pleadings and other
8 filings received prior to the issuance of this Order to be reflected in the electronic
9 docket.

10 **IT IS FURTHER ORDERED** that the OAH Webmaster is directed to make any
11 required technical modifications to the electronic docket, with such technical
12 modifications to be noted by the Webmaster on the electronic docket by appropriate
13 means.

14 **IT IS FURTHER ORDERED** that the OAH Webmaster is directed to post
15 technical bulletins as may be considered useful.

16
17 Done this day: «Today: July 4, 1996».

18
19 /s/ Administrative Law Judge

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

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24 By: autogenerated and posted to
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