



# THE STATE OF WASHINGTON ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

# TRAINING GUIDE

## Adding Documents

**ALERT!** You must have an account before you can add documents.

Once an appeal or Petition for Review has been filed, documents may be added to open cases. These may be added by appellants, respondents, intervenors, or others involved in the case.

### Step 1

Select *File or Manage Appeal* and then select *Add Document(s) to an existing Appeal/Petition for Review*.

### Step 2

Use the case search feature to find the case you want to add documents to.

**File or Manage Appeal**

**Case**  
\* Which Appeal/Petition for Review are you submitting documents for?  
Are you filing this document in response to an existing document?

Search: brown

- 10-2-0016c  
David Stalheim, Dan McShane, Eric Hirst, Wendy Harris, Todd Donovan, Sue Brown, John and Karen Steensma, Laura Leigh Brakke, Dean Martin, and Futurewise v...
- 13-2-0022  
Nicole Brown, Wendy Harris, and Tip Johnson v. Whatcom County
- 15-3-0018  
Fred F. Brown v. City of Everett
- PCHB No. 02-050  
Brown Boy Feed, Inc. v. Ecology**
- F03-012  
Michael Steven Brown v. DNR
- SHB No. 20-004  
Cynthia Baker v. City of Poulsbo, Mike Brown, Sound West Holdings

**Upload Documents**  
Disclaimer: Please do not upload documents unless you have redacted (blacked c... by other parties and the public. You are responsible for reviewing the portal to c...  
Signatures are the responsibility of the filing party. Ensure your documents are s...

\* Document Name:   
\* Submitted Document Type: --None--  
Drop file here or click to upload

### Step 3

Enter the name of the document, select the document type, and attach a file. If more documents need to be added, select *"Add Another Document."*

**Upload Documents**  
Disclaimer: Please do not upload documents unless you have redacted (blacked out) any confidential information. For example, black out any social security number, date of birth, bank account number, etc. All uploaded documents are viewable by other parties and the public. You are responsible for reviewing the portal to confirm your documents were received by the Board.  
Signatures are the responsibility of the filing party. Ensure your documents are signed before uploading them.

\* Document Name:   
\* Submitted Document Type:   
Drop file here or click to upload

+ Add Another Document

### Step 4

Once you submit the form, you'll receive a success message to confirm your submission.

**Appeal/Petition updated successfully**

On behalf of the Pollution Control Hearings Board, the Shorelines Hearings Board, and/or the Growth Management Hearings Board, the Environmental and Land Use Hearings Office acknowledges receipt of your filed document(s) on: 03/31/2002 4:00 PM.  
Please save this page for your records.

Appeal/Petition : 00088300

Document(s):

Name	Submission Type
Motion to Dismiss Due to Invalidity	Motion to Dismiss