



# THE STATE OF WASHINGTON ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

# TRAINING GUIDE

## Filing an Appeal or Petition for Review

### Step 1

Log into the Case Management System (CMS) using your SecureAccess Washington credentials. See the training guide on “Logging In” for more information.

### Step 2

To file an appeal or Petition for Review, navigate to *File or Manage Appeal* and select *File a new Appeal/Petition for Review*.

File or Manage Appeal

File a new Appeal/Petition for Review

File document(s) to an existing Appeal/Petition for Review

You can reach us at [feedback@eluh.wa.gov](mailto:feedback@eluh.wa.gov) if you have questions about this website.

### Step 3

Fill out the fields asking for additional information including the board name, appellant, respondent, and case details.

File or Manage Appeal

\* Which Board are you filing to? PCHB

Case Party Information

Appellant

\* Name

\* Email

\* Phone

Mailing Address

Add Another Appellant

## Submitting a Document

### Step 1

To submit a document, provide a name for the document and attach a document with an acceptable extension.

If the appeal is new, the *Notice of Appeal* will need to be the first document. Additional documents may be added by selecting *Add Another Document*.

# ELUHO Case Management System

## 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 Notice to Appeal King County's Decision	* Submitted Document Type Notice of Appeal	Drop file here or click to upload
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 Add Another Document

## Step 2

Follow the on-screen instructions to provide a digital signature and opt-in to receive future information via e-mail. The CMS e-mail notifications will come from [eluho@eluho.wa.gov](mailto:eluho@eluho.wa.gov), so be sure to check spam and junk folders for that e-mail and make that address a safe sender.

## Step 3

Select the *Submit* button.

	
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## Next Steps

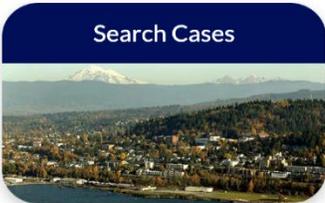
You'll be provided a case number and a confirmation screen. The case is now in review by the Environmental and Land Use Hearings Office legal assistant team.

Once a case has been assigned a case number, you'll be able to see it in your *Active Cases* list on the CMS home web page.

Home   Search Cases   Search Orders   File or Manage Appeal   View Calendar

### Environmental & Land Use Hearings Office

Our agency's mission is to resolve legal challenges of governmental decisions on environmental permits or land use plans and development regulations.



#### MY ACTIVE CASES

Case Link	Role	Representing	Case Stage
PCHB No. 23-207	Intervenor		Post-Hearing
PCHB No. 23-210	Appellant		Hearing