

## GUIDELINES FOR EXHIBITS

The Pollution Control Hearings Board and the Shorelines Hearings Board (Board) accept exhibits in electronic format, both in hearings and in motions practice. **Parties that are unable to submit exhibits in electronic format via the Case Management System (CMS) will need to inform the Board of their intent to file in another format by the date identified in the case's prehearing order or letters.**

Below is a list of technical requirements necessary to enable the Board's use of electronic exhibits. Please review these requirements and contact our office with any concerns well in advance of your hearing date.

- Apply OCR text recognition to all PDF exhibits. Use 'ClearScan' as the PDF Output Style. **If you receive a message saying that the page contains "renderable text," please do the following:**
  - Save the PDF image as a Tiff image (file>Save As Other>Image>Tiff)
  - Select the Tiff image(s) in the saved location. Right click and select the option "convert the Tiff image to Adobe PDF" (if only one page) or "combine files in Acrobat" (if there are multiple pages).
  - Apply OCR text recognition, save the PDF and use this edited version.
- Ensure that all exhibit PDF files do not have prior highlighting or markings.
- Ensure pages containing images are properly oriented.
- Documents must be uploaded to the CMS one at a time and must be defined by document type, name, etc.
- Documents cannot be larger than 4 GB in size and must be in PDF format.
- Document names must be less than 80 characters and may not include the following characters: ~ # % & \* : < > ? / \ { | }. These are standard for Windows and Macintosh filing systems.

In addition, the Board requests that you follow these guidelines:

- Exhibits should be combined with the document that they relate to as a single PDF document, i.e. exhibits attached to declarations in motion practice.
- All exhibits, including hearing exhibits, should include footers with page numbers (e.g., Ex. A, page 1 of 12 for exhibits to declarations) (e.g., Ex. A-1, page 1 of 12 for appellant hearing exhibits or Ex. R-1, page 1 of 12 for respondent hearing exhibits).
- Adobe bookmarks should be added to mark the beginning of each exhibit (e.g., Ex. A, Ex A-1, R-1). Adding bookmarks to subsections is helpful, but not necessary (e.g., A-1.a, A-1.b, A-1c).
- If there are exhibits not included in your electronic exhibit submittal (i.e. video file, Excel spreadsheet, etc.) please clearly mark them on the exhibit list and include a "place holder" page where the exhibit would sequentially appear. The "place holder" page should identify the exhibit number and description.
- For in person hearings only, use of your own laptop is highly recommended.

Please note that use of electronic medium may not be a substitute for illustrative exhibits used at the hearing (i.e., oversize maps, etc.).

If you need assistance or would like to see an example of the file or exhibit structure described above, please contact our office at (360) 664-9160.