

## REQUIREMENTS FOR FILING EXHIBITS IN CMS

ELUHO boards accept exhibits and attachments in electronic format in accordance with the following requirements:

- Exhibits must be combined with and attached to the document they support as a single, searchable text PDF document. (e.g., if you file a declaration with exhibits, the declaration and exhibits should be filed as a single PDF)
- Exhibits that are unable to be converted to PDF (e.g., video, large Excel spreadsheets, etc.) must be identified with a “place holder” page where the exhibit would sequentially appear. The “place holder” page should identify the exhibit number and provide a description of the exhibit.
- Each exhibit must be electronically bookmarked within the single PDF at the beginning of each exhibit.

For **Pollution Control Hearings Board/Shorelines Hearings Board (PCHB/SHB)** cases

- All PCHB/SHB exhibits, including hearing exhibits, must include footers with page numbers **or** include a sheet (slipcover) between exhibits identifying the exhibit number and number of pages.

Examples for footers:

- Ex. A, page 1 of 12 (exhibits to declarations);
- Ex. A-1, page 1 of 12 (appellant or petitioner hearing exhibits);
- Ex. R-1, page 1 of 12 (respondent hearing exhibits).

Example for slipcovers:

- Ex. A, 12 pages (exhibits to declarations);
- Ex. A-1, 12 pages (appellant or petitioner hearing exhibits);
- Ex. R-1, 12 pages (respondent hearing exhibits).

For **Growth Management Hearing Board (GMHB)** cases:

- All GMHB exhibits to motions or petitions for review must include footers or include a sheet (slipcover) between exhibits identifying the exhibit number and page range. Examples:
  - Ex. A, page 1 of 12 (footer);
  - Ex. A, 12 pages (slipcover).
- All GMHB exhibits to briefs should include footers or include a sheet (slipcover) identifying the exhibit number in correlation to the index of record and page range. Examples:
  - Ex. 1, page 1 of 12 (footer);
  - Ex. 1, 12 pages (slipcover).

Parties that are unable to submit exhibits in PDF format via the Case Management System (CMS) will need to inform the board of their intent to file in another format as soon as possible or by the date identified for filing exhibits in the case order or letter.

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.