

**EMERGENCY RULE:
ELECTRONIC EVIDENCE FILING**

218 Electronic Filing of Exhibits

When City code requires electronic filing (“e-filing”) of exhibits or when the Examiner directs the parties to a proceeding to e-file their exhibits, the following procedures shall be followed in e-filing materials to the Examiner and to other parties (where required).

- a) Materials shall be e-filed using a file sharing program such as Hightail, DropBox, Adobe Acrobat DC Pro, or their equivalent. Those programs allow the user to collect a number of individual documents into a single “folder” or “portfolio” and transmit that folder/portfolio or send a link to that folder/portfolio to multiple recipients using an e-mail message. They also provide the end user with a list or thumbnail of each document in the folder/portfolio. Some programs allow the user to “Bates” number document pages.
- b) Documents shall be transmitted as Adobe PDF documents unless that is technically impossible.
- c) Each document shall be assigned an individual document name that includes its exhibit number and a brief description of its content; *e.g.*: Exhibit 1 – Staff Report; Exhibit 1001 – Appeal Statement. Individual documents shall not be merged into one larger PDF document, but should be collected into a single folder/portfolio. If your system is capable of assigning “Bates” page numbers, please utilize that function.
- d) The individual documents shall be collected into one Hightail, DropBox, Adobe Acrobat DC Pro or their equivalent folder/portfolio for transmittal to the Examiner (and where required to other parties to the proceeding).
- e) The Hightail, DropBox, Adobe Acrobat DC Pro or their equivalent folder/portfolio or hot-link, as appropriate to the program, shall include a descriptive name, including the case file number where possible, identifying the case for which the submittal pertains.
- f) Plans and plats where the originals are “oversized” (*i.e.*: larger than 11 x 17) may be reduced for electronic transmittal, but a full size hardcopy of the plans or plats must also be mailed to the Examiner not later than the day that the electronic file is transmitted. The hardcopy must be marked with the name and file number of the case and its exhibit number.
- g) Responsibility for ensuring that the Examiner (and other recipients where appropriate) receive an electronic filing rests with the sender. The Examiner suggests that the sender utilize the “Read receipt requested” (or similar) function on the sender’s e-mail program to automatically receive a confirmation when the recipient opens the e-mail.