

GUIDELINES FOR USE OF ELECTRONIC EXHIBITS

The Pollution Control Hearings Board and the Shorelines Hearings Board have begun a pilot program to institute the use of exhibits in electronic format in certain cases, both in hearings and in motions practice. We are in the process of setting up the procedures and selecting cases to pilot the program, and you have expressed an interest in participating.

Technical requirements are set out below. In order to make the pilot process successful in your case, we ask that you take the time to review these requirements and prepare for hearing to ensure competency with locating and presenting the exhibits alone or with assistance from your own office.

Below is a list of requirements we are requesting in order for electronic exhibits to be used in your case. Please review these requirements to ensure your office has the capability to meet them and discuss any concerns in advance with our office.

- **One original hard copy** (single-sided, marked, tabbed, and three-hole punched in binder(s)) together with copies of the exhibit lists for each member of the Board hearing the case, and **one digital copy on USB drive, or CD or DVD disc.**
- The digital copy must be in PDF file format (we are currently using Adobe Acrobat XI Pro), readable on Windows operating system, and should include the following:
 - A folder containing the individual exhibit PDF files, clearly named with their exhibit number, and an electronic exhibit list with hyperlinks to each of the exhibit PDF files. Hyperlinks should contain the exhibit number and description. (Set the Link Type to 'Invisible Rectangle' and Link Action to 'Open a file.')
 - Bookmarks for specific or relevant sections in each exhibit PDF file.¹
 - All exhibit PDF files should have OCR text recognition applied. (Use 'ClearScan' as the PDF Output Style.)
 - Ensure pages containing images are properly oriented.
- Use of each party's own laptop is highly recommended but not required.²

In addition, parties should be prepared to provide the electronic forms of the exhibit at least **five (5) business days prior** to the hearing date in order for the Board to upload the filing to its system and be prepared for hearing. If you are unable to meet this deadline, please contact the office immediately.

Please note that use of electronic medium should not be a total substitute for illustrative exhibits used at the hearing (i.e., oversize maps, etc.). **If there are exhibits that are not included in the digital copy, clearly mark them on the exhibit list.**

If you are not clear what we are requesting, need assistance, or would like to see an example of the file structure we are looking for, please contact our office at (360) 664-9160.

Thank you and we welcome your feedback for making this process as efficient as possible.

¹ Or, alternatively, divide lengthy documents into separate PDFs, i.e. an expert report with appendices. The report would be named Exhibit A1, and the first appendix would be A1.1.

² If a party does not have access to a laptop, that party will need to contact the Board to address this issue. The office has a projector available for the parties' use, but the parties are welcome to bring their own.