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IN THE OFFICE OF ADMINISTRATIVE HEARINGS

In the matter of

No. 13F-CF20120001-MCAO

TOM HORNE, Tom Horne for Attorney
General Committee (SOS Filer ID 2010
00003);
KATHLEEN WINN, Business Leaders for
Arizona (SOS Filer ID 2010 00375)

CASE MANAGEMENT ORDER No. 1
Modifying Document Service and Filing
Requirements to Require Electronic
Filing

1. ELECTRONIC FILING IS REQUIRED

To expedite the proceedings in this matter and to facilitate the use of electronic documents at hearing, **IT IS ORDERED** that:

A. EXCEPT AS OTHERWISE REQUIRED FOR EXHIBITS (SEE ¶2 BELOW), paper filing will not be permitted; electronic filing will be required through the following webpage: <https://portal.azoah.com/oedf/>. A password for submission will be supplied to each party or their counsel. (The password will be supplied by a separate email that will not be made public.)

Technical questions regarding the use of the webpage should be directed to webmaster.webmaster@azoah.com;

B. Upon the filing of a document, an e-mail will be automatically generated and sent to all persons on the approved mailing list. Receipt of the e-mail is verification of submission to the Office of Administrative Hearings (“OAH”), and all other parties;

C. The electronic docket/case file, which is publicly accessible without a password, is posted at <https://portal.azoah.com/oedf/documents/13F-CF20120001-MCAO>;

D. Interested persons may have their names added to the approved mailing list by sending an email request to webmaster.webmaster@azoah.com;

E. Electronic filing will constitute valid service and no service to the other parties will be required. See A.R.S. § 41-1092.04; Arizona Administrative Code R2-19-102;

F. All electronic filings must be in PDF format; files that are not so configured will be rejected;

G. All filings must be set to limit page sizes to 8 1/2 x 11. files that are not so configured will be rejected.

Office of Administrative Hearings
1400 West Washington, Suite 101
Phoenix, Arizona 85007
(602) 542-9826

1 **2. EXHIBITS MUST BE SUBMITTED ON CD OR DVD AND IN PAPER FORM**

2 NOTWITHSTANDING ¶1, **IT IS ORDERED** that exhibits must be filed in paper
3 form, contemporaneously with electronic copies on CD or DVD. Individual service to
4 the other parties is not required. The OAH webmaster will post the electronic exhibits
5 on the electronic docket, which will generate an email to those on the approved mailing
6 list. During the hearing the electronic copies of the exhibits will be used. The paper
7 copies of the exhibits will constitute the exhibits of record for purposes of any appeal.

8 **IT IS FURTHER ORDERED** setting the following standards for filing electronic
9 and hard copy exhibits:

- 10 A. Exhibits are to be marked as follows: Each party has been assigned a
11 designator (**in bold** on the mailing list below). Exhibits must be marked
12 sequentially with the designator, followed by the number; e.g. MCAO-1,
13 MCAO-2, etc.;
- 14 B. Electronic exhibits must be submitted on a CD or DVD. Such CD or DVD
15 must be accompanied by a statement that the electronic exhibits are true and
16 accurate copies of the hard copy exhibits;
- 17 C. Electronic exhibits must be in one of the following formats:
- 18 1) Portable Document Format (.pdf)
19 2) Graphic types: JPG, GIF, or PNG;
- 20 D. The electronic exhibits must be indexed in an html file designated “index”
21 with active links to each exhibit. Because the contents of the CD/DVD will be
22 transferred to the Office of Administrative Hearings’ server for use at hearing,
23 links must be relative, not absolute. A Technical Bulletin will be posted to the
24 electronic docket/case file for reference. Technical questions may be
25 referred to webmaster@azoah.com; and
- 26 E. Each electronic exhibit must be referenced in the index in the following
27 manner:
- 28 1) The exhibit designation as set forth above (e.g. MCAO-1); and
29 2) Followed by a descriptive exhibit name (e.g. Application).

30 Example: [MCAO-1](#) (active link) Application (descriptive name)

3. ORDERS TO OAH WEBMASTER

IT IS ORDERED that the OAH webmaster shall cause all pleadings and other
filings received prior to the issuance of this Order to be reflected in the electronic

1 docket;

2 **IT IS FURTHER ORDERED** that the OAH Webmaster is directed to make any
3 required technical modifications to the electronic docket, with such technical
4 modifications to be noted by the Webmaster on the electronic docket by appropriate
5 means;

6 **IT IS FURTHER ORDERED** that the OAH Webmaster is directed to post
7 technical bulletins as necessary to assist the parties.

8
9 Done this day, November 20, 2012.

10
11 /s/ Tammy L. Eigenheer
12 Administrative Law Judge

13
14 Copy emailed this 20th day of November, 2012 to:

15 Bill Montgomery, Maricopa County Attorney
16 Maricopa County Attorney's Office
17 Maricopa County Attorney
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19 Phoenix, AZ 85003
ca-civilmailbox@mcao.maricopa.gov

20 Colleen Connor (**MCAO**)
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By: autogenerated and posted to <https://portal.azoah.com/oedf/documents/13F-CF20120001-MCAO/index.html>

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