

1 **IN THE OFFICE OF ADMINISTRATIVE HEARINGS**

2  
3 In the Matter of:

2017-EMS-0104-DHS

4 RBR Management LLC, dba Community  
5 Ambulance

**CASE MANAGEMENT ORDER No. 2**  
**Filing of Exhibits For Use at Hearing**

6  
7 NOTWITHSTANDING CASE MANAGEMENT ORDER No. 1, at Paragraph (A),  
8 **IT IS ORDERED** that exhibits must be filed on CD or DVD, or thumb drive. Individual  
9 service to the other parties is not required. The OAH webmaster will post the electronic  
10 exhibits on the electronic docket, which will generate an email to those on the mailing  
11 list.

12 **IT IS FURTHER ORDERED** setting the following standard for filing electronic  
13 exhibits:

14 A. Electronic exhibits must be in Portable Document Format (.pdf). **Note:** No pdf  
15 may be submitted as a pdf “package” or “portfolio” combining separate pdfs.

16 B. No pdf may embed an audio or video file. However, audio or video files may  
17 be separately submitted, if they are referenced by a pdf exhibit listing the audio  
18 or video file. **Note:** The following formats are presumptively acceptable: **audio:**  
19 mp\*, wav; **video:** avi, flv, mov, mpg\*, wmv. See F. (below) for inquiries to the  
OAH webmaster.

20 C. Each pdf electronic exhibit must be named by using **ONLY** the sequential  
21 number of the exhibit, followed by a dash and the name or description of the  
22 exhibit (125 character limit). **Do not use any party identification. See**  
**examples of correct and incorrect naming of pdfs:**

23 **Correct:**

- 24 1-Letter from Smith dated September 26 2012.pdf  
25 2-Email Smith-Jones 8-14-12.pdf  
26 3-Video of Playground.pdf

27 **Incorrect (error of use of party identification crossed out):**

- 28 ~~Smith~~ 1-Letter from Smith dated September 26 2012.pdf  
29 ~~Smith~~ 2-Email Smith-Jones 8-14-12.pdf  
30 ~~Smith~~ 3-Video of Playground.pdf

**Incorrect (error of use of leading zeros crossed out):**

- 0001-Letter from Smith dated September 26 2012.pdf

0002-Email Smith-Jones 8-14-12.pdf  
0003-Video of Playground.pdf

**Incorrect (failure to use dash between number and description):**

- 1 Letter from Smith dated September 26 2012.pdf
- 2 Email Smith-Jones 8-14-12.pdf
- 3 Video of Playground.pdf

D. Exhibits containing confidential information as set forth under legal authority must be submitted electronically in redacted form.

Substitution of any submitted electronic exhibit may be made at a later date, as for example if additional redaction of information is ordered, or a party determines that a submitted exhibit is partial, or otherwise defective. Such substituted exhibits must be delivered in a manner otherwise acceptable for an original exhibit, and the revised exhibit must be named using the same name as previously submitted with some indication that it is a substituted exhibit. For example:

**Original:** 2-Email Smith-Jones 8-14-12.pdf

**Substituted:** 2-Email Smith-Jones 8-14-12 (**redacted**).pdf

E. A short plain written statement referencing the exhibits and the party submitting the exhibits shall accompany the CD/DVD, thumbdrive, or ftp'd documents, e.g. "Appellant Davis hereby submits exhibits 1-29 in matter 2012-12345-ABC."

F. Technical questions regarding this order may be referred to the OAH webmaster at [webmaster@azoah.com](mailto:webmaster@azoah.com).

Done this day: June 14, 2017.

/s/ Tammy L. Eigenheer  
Administrative Law Judge

Copy e-mailed June 14, 2017.

By: autogenerated and posted to <https://portal.azoah.com/oedf/documents/2017-EMS-0104-DHS/index.html>